

Wigan Borough Engagement Group
Terms of Reference, March 2018 approved

1. Group Name:	Wigan Borough Engagement Group
2. Chairperson:	<p>Linda Sykes (Chair).</p> <p>Ann Heaton (Co-Chair)</p> <p>For a minimum 12 months term to be reviewed start of every year (April-July Q1)</p>
3. Date:	January 2019
4. Version:	2
5. Introduction:	<p>The Wigan Borough Health Economy is made up of the following organisations:</p> <ul style="list-style-type: none"> • NHS Wigan Borough Clinical Commissioning Group (CCG) • Wrightington, Wigan and Leigh NHS Foundation Trust • Bridgewater Community Healthcare NHS Foundation Trust • North West Boroughs Healthcare NHS Foundation Trust • Wigan Council <p>NHS organisations have a legal duty to involve patients and members of the public in their work. This group is established as an advisory body, and has no decision-making powers. Its purpose is to support the local health and social care economy on patient and public involvement (PPI) in transformation projects.</p> <p>This group is made up of representatives from the existing engagement structures in each of the organisations listed above, and any other patient/resident who wants to get involved.</p> <p>It will support the ‘no decision about me without me’ promise and will actively promote the principles and values of the NHS Constitution.</p>
6. Objectives of group:	<ol style="list-style-type: none"> 1. To design and promote engagement work for agreed programmes of work from the Locality Plan 2. To review outputs from any engagement work, to help make recommendations/suggestions to the relevant project lead about what patients/residents want 3. To provide assurance to the CCGs Governing Body that patients and residents views are being taken into account in the design of the relevant service 4. To challenge, if necessary, if it feels the views of patients/residents is not being taken into account
7. Individual responsibilities	<ol style="list-style-type: none"> 1. To promote any engagement work back in their own networks (i.e. Trust Governors or community groups)

	<p>2. will get notice of any other engagement/consultation activity taking place which affects local services</p> <p>Individual members would be welcome to work with engagement officers to help deliver engagement work if they want to, but this is not a requirement.</p>
8. Report to:	<p>The group will report to the CCGs Governing Body (as part of the engagement team quarterly engagement report)</p> <p>The minutes of the group will also be made available to the Locality Plan Portfolio Group.</p>
9. Meeting frequency:	<p>The group will meet on a bi-monthly basis, but this might sometimes be a little more often or less depending on the projects we are working on. The frequency of meetings will be reviewed on a regular basis.</p>
10. Membership:	<ul style="list-style-type: none"> - Patient & resident representatives from each organisational engagement structure (i.e. Wigan Borough CCGs Patients Forum, Trust Governors/Volunteers, resident groups) - Representatives from Healthwatch Wigan and Leigh - Engagement Officers from the organisations as required (not to attend every meeting) - Any interested patient or resident
11. Conduct of business and members:	<p>An agenda and supporting papers will be distributed at least 5 days before meetings. The agenda will be agreed with the Chair prior to the meeting.</p> <p>Administrative support is provided by Wigan Borough CCG Officer.</p> <p>Members are to conduct themselves with respect and courtesy. Conduct and comments from Members will remain appropriate at all times so as not to cause offence to fellow Members or external bodies.</p>
12. Definition of Quorum:	<p>At least 4 patient & resident representatives from 3 organisations.</p>
13. Declaration of interests:	<p>At the beginning of each meeting, members must declare any potential conflict of interest relating to any specific agenda item being considered. Members may request not to be named in the minutes due to confidentiality where appropriate.</p>
14. Equality & Diversity:	<p>The group is committed to ensuring that they treat patients, carers and employees fairly, equitably and reasonably, and that there is no discrimination against individuals or groups on the basis of their ethnic origin, physical or mental abilities, gender, age, religious beliefs or sexual orientation.</p>
15. Confidentiality:	<p>Members may be required to sign a confidentiality agreement where the potential for access to information of a sensitive nature exists. If such a situation arises and a member does not wish to sign a confidentiality agreement they will have the option to leave the meeting for the duration of the item.</p>

16. TOR Review date:	These terms of reference will be reviewed annually, at the first meetings of the operational year in April.
17. Any other Business (AOB)	AOB to be submitted at least 5 days in advance of the meeting or with agreement from the Chair.