

**North Yorkshire Clinical Commissioning Group
Patient Partner Network
Terms of Reference**

1. Introduction

As a CCG, we are committed to developing our engagement with GP Practice Patient Participation Groups (PPGs).

The CCG will maintain a Patient Partner Network (PPN) made up of representatives from PPGs. The network will be subdivided into three localities to facilitate the focus on local issues: Hambleton, Richmondshire and Whitby, Harrogate and District and Scarborough and Ryedale.

2. The purpose of the network

The network will:

- Act as a conduit for effective two-way communication between the CCG and the PPGs and is a vital component of the CCG's engagement model.
- Represent patients, carers and the wider public, ensuring that the patient and public voice is heard and informs the commissioning of local healthcare.
- Draw on the collective views of practice representatives via these, the wider practice population. (Network members will act on behalf of the patients in their practice when putting forward views and comments)
- Provide advice to practices on establishing and maintaining effective PPGs and share best practice.
- Educate and explain to other patients about the role of the CCG, and how to get more involved in healthcare decision making.
- Advise on the development and co-ordination of CCG patient and public participation and engagement with guidance from the Communications and Engagement Team.
- Provide regular updates on the work of the CCG to practice populations through wide distribution of the stakeholder bulletin.
- Actively lead on discrete pieces of engagement or communications work at the request of the CCG.

3. Attendees and core membership

- The network will be chaired by the Lay Governing Body Member with responsibility for Patient and Public Engagement and supported by the CCG's Communication and Engagement team and other CCG staff where appropriate.
- Each PPG will be able to send up to 2 representatives, the practice will self-select through conversation at their practice.
- Representatives of other relevant local bodies will be invited to attend meetings as appropriate and agreed by the Chair.

Where a conflict of interest associated with the role of patient partner exists, this will need to be declared.

4. Meetings

The network will meet quarterly (either in person or virtually). The annual cycle will consist of two locality meetings facilitated by the CCG and chaired by the Lay Member (Spring and Winter). In addition, an annual conference will be held in autumn bringing together all the patient partners from across North Yorkshire and will be co-produced by its members.

- Spring – Patient Partner Network (locality meeting)
- Summer – NHS North Yorkshire CCG Annual General Meeting
- Autumn – North Yorkshire Patient Partner Conference (patient led)
- Winter – Patient Partner Network (locality meeting)

The network will be kept informed of other engagement opportunities via email in-between the meetings.

Every effort will be made to hold the meetings in accessible venues, with the option to use video conferencing. The venue, time and dates of meetings will be agreed on a quarterly basis to allow for planning by members. The diversity of the network in ability to attend at different times and locations will be accommodated where possible.

5. Roles and responsibilities

- Members will familiarise themselves with the CCG's values and behaviours and terms of reference.
- Members will remain PPG members and any other interests/roles are outside the scope of the meeting.
- To provide feedback on patients, carers and the wider public's needs, concerns and interests and challenge constructively when necessary.
- Members will share relevant CCG information and updates with their respective PPGs.
- Members may be asked to review patient and public facing materials in relation to key CCG work programmes.
- Assist the CCG in providing feedback on consultations or local health service design.
- Assist the CCG to communicate information about commissioning plans that may affect future healthcare provision.
- To support the CCG to undertake wider involvement activities such as service development groups and road shows.
- Individual practice specific issues or complaints will not be addressed by this network and would be dealt with at individual PPG level.
- Support the CCG to continue to promote and grow the membership of The Loop, the CCG's virtual engagement network.

- Members will require access to technology, all correspondence will be shared via email and video conference is actively encouraged to allow business continuity.

6. Reporting

- The Lay Member for Patient and Public Engagement will act as the Patient Partner Network ambassador on the Governing Body and will serve as a conduit for information between the Governing Body and the Patient Partner Networks.
- The Network's Terms of Reference shall be agreed by the members and referred to in the CCG's Communication and Engagement Strategy.
- Agenda items will be generated by the members of the group (patients) and the CCG. This will be decided by the Chair and Communications and Engagement team.
- Papers will be shared 10 days in advance of the meeting to allow members to seek views as needed.
- The minutes shall be formally recorded and circulated to members and Practice Managers within 10 working days of the meeting. The agreed minutes will be published on the CCG website.

7. Review of the Group

- The Network will review its effectiveness, membership and terms of reference on an annual basis and will report to the CCG's Communications and Engagement Group as part of routine reporting arrangements.

8. Code of Conduct

- The Network will adopt a code of conduct that allows all members to have an equal voice, respects individuals, be inclusive and non-judgemental in the discussions and recommendations.
- Members will be given the opportunity under agenda item titled "Member Agenda Items" to have their say.
- Each member has an equal opportunity to speak and should do so by raising their hand.
- Members are asked to be brief when speaking and ensure the issue is relevant and from the practice.
- The meeting is not to be used as a means of sharing personal issues/concerns or details relating to specific patients.
- Any personal related issues will not be discussed or noted within the meeting and members will be directed to the appropriate place ie: Patient Relations Team
- If the meeting goes off topic members will be reminded of the agenda. Any unrelated matters that are not on the agenda will be addressed under "Any other Business" at the end of the meeting, if time is available. Alternatively items will be added to the agenda and discussed at the next meeting.

9. Remuneration

This is a voluntary role with no remuneration; however members can claim travel expenses that are incurred to attend meetings. (Attendance to open public meetings does not qualify for reimbursement of expenses eg: CCG Annual General Meeting.)

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