

Patient and Public Engagement Committee 2020/2021

Date of Meeting:	14 January 2021
Agenda Item:	1.6
Subject:	Patient and Public Engagement Committee Self-Assessment
Reporting Officer:	Denise Dawson
Aim of Paper:	To review and approve the 2020/2021 Committee Self Effectiveness Assessment

Governance route prior to PPEC	Meeting Date	Objective/Outcome
Governing Body	Select date of meeting.	Click to Select
Audit Committee	Select date of meeting.	Click to Select
Strategic Place Board	Select date of meeting.	Click to Select
Integrated Commissioning Board	Select date of meeting.	Click to Select
Locality Engagement Group	Select date of meeting.	Click to Select
Patient and Public Engagement Committee	Select date of meeting.	Click to Select
Quality and Safeguarding Committee	Select date of meeting.	Click to Select
Remuneration Committee	Select date of meeting.	Click to Select
Clinical and Professional Advisory Panel	Select date of meeting.	Click to Select
Primary Care Commissioning Committee	Select date of meeting.	Click to Select
Other	Click here to enter text.	

Patient and Public Engagement Committee Resolution Required:	Approval/Decision
Recommendation	For members to review the Patient and Public Engagement Committee Self Effectiveness Assessment and agree the submission for 2020/21

Link to Strategic Objectives		Contributes to: (Select Yes or No)
SO1:	To be a high performing CCG, deliver our statutory duties and use our available resources innovatively to deliver the best outcomes for our population.	Yes
SO2:	To deliver on the outcomes of the Locality Plan in respect of Prevention and Access (Prevention and Self Care)	Yes
SO3:	To deliver on the outcomes of the Locality Plan in respect of Neighbourhoods & Primary Care (Getting help in the Community)	Yes
SO4:	To deliver on the outcomes of the Locality Plan in respect of In Hospital - Planned (Getting more help)	Yes
SO5:	To deliver on the outcomes of the Locality Plan in respect of In Hospital - Urgent Care (Getting more help)	Yes
SO6:	To deliver on the outcomes of the Locality Plan in respect of Children, young people and families	Yes
SO7:	To deliver on the outcomes of the Locality Plan in respect of Mental Health	Yes

Risk Level: (To be reviewed in line with Risk Policy)	Not Applicable
Comments (Document should detail how the risk will be mitigated)	Not Applicable

Content Approval/Sign Off:	
The contents of this paper have been reviewed and approved by:	Director of Operations / Executive Nurse, Karen Hurley
Clinical Content signed off by:	Not applicable
Financial content signed off by:	Not applicable

	Completed:
Clinical Engagement taken place	Not Applicable
Patient and Public Involvement	Not Applicable
Patient Data Impact Assessment	Not Applicable
Equality Analysis / Human Rights Assessment completed	Not Applicable

Executive Summary

The Committee are required to assess its effectiveness annually for inclusion in the HMR CCG Annual Report.

Members are asked to review the Patient and Public Engagement Committee Self Effectiveness Assessment, provide comments and agree the submission for 2020/21. The information within the Assessment is based on last years submission, for ease the information that has been updated has been highlighted within the document.

Committee Self-Assessment Check list for 2020/2021

Name of Committee: Patient and Public Engagement Committee

Committee Chair: Denise Dawson

Please note the information provided will be included in the Annual Report therefore please ensure this is written for members of the public to understand clearly.

<p>Membership</p>	<ul style="list-style-type: none"> • Lay Member - Patient and Public Experience and Engagement (Chair) • Healthwatch Rochdale (Vice Chair) • Director of Operations / Executive Nurse (Representative for Quality and Safeguarding Lead as required) • Head of Communications and Engagement / Corporate Services • Engagement Lead • Quality and Safeguarding Lead (Representation covered by Director of Operations / Executive Nurse as required) • Primary Care Quality Lead • Integrated Commissioning Representative • Equality and Diversity Lead • Rochdale MIND • Rochdale And District Disability Action Group (RADDAG) • Voluntary and Third Sector Organisations Representing Children and Younger People • Voluntary and Third Sector Organisations Representing BME Health Matters • Voluntary and Third Sector Organisations Representing Older People • Patient Participation Group (Boroughwide)
<p>Attendance / Membership</p>	<p>Attendance - See Appendix 1</p> <p>Meetings are required 'not less than three times a year'; four meetings were held in the financial year 2020/2021. The Committee has an annual work plan with meetings timed to consider and act on specific issues within that plan. Meetings, all of which were quorate (minimum requirement six members including the Chair or Vice Chair and a representative from one of the Third Sector organisations) were held on:</p> <ul style="list-style-type: none"> • 9 July 2020 • 8 October 2020 • 14 January 2021 <p>Summaries of Committee business were included within the Governing Body papers with the agreement that a separate report to the Governing Body would be made if circumstances so require.</p>

<p>Does the Committee have written Terms of Reference that adequately and realistically define the Committees role?</p>	<p>Yes</p>
<p>Have the Terms of Reference been adopted by the Governing Body?</p>	<p>Yes</p>
<p>Are the Committee planning to review the Terms of Reference in line with annual requirements to take into account annual governance developments and the remit of other Committees within the organisation?</p>	<p>The Terms of Reference are reviewed annually to ensure that learning from the previous year is incorporated. The timescales for this will be in line with reviewing the CCG Constitution.</p>
<p>Has the Committee established a plan for the conduct of its own work across the year?</p>	<p>Yes. The Engagement Work Plan set for the year was discussed at 1st April 2019 meeting and is reported against at each meeting.</p>
<p>Does the Committee report regularly to the Governing Body?</p>	<p>Yes. Summaries of Committee business are included within Governing Body papers.</p>
<p>Role of the Committee</p>	<p>Under delegated authority from the Governing Body, the Committee will provide assurance on the delivery of the CCG's patient and public involvement duty. Ensuring the CCG's commissioning activities meets its statutory duties, adheres to national guidance and best practice.</p> <p>The Committee will also work in collaboration with the CCG Governing Body and Committees to provide assurance that commissioned services are designed to meet patients' needs and delivered with due regard to patient safety, quality effectiveness therefore making best use of NHS resources.</p> <p>The Committee will conduct its business in accordance with national guidance and the Nolan principles of public life. The Committee will review its own performance, membership and terms of reference. Any resulting changes to the terms of reference should be approved by the Governing Body.</p>
<p>Main Duties of the Committee</p>	<p>The Committee will:</p> <ul style="list-style-type: none"> • Provide assurance that patient and public engagement has a strategic focus, is integrated into commissioning functions and influences the direction of service delivery in the short and long term. • Scrutinise, advise and promote innovation on the patient and public engagement element of commissioning plans throughout the commissioning cycle. Ensuring all engagement activity satisfies ethical and governance standards. • Assure inclusive and equitable patient and public engagement is evident and auditable in the

	<p>commissioning and performance management of service delivery and planning.</p> <ul style="list-style-type: none"> • Act as conduit for CCG engagement and partnership working with 3rd sector and statutory organisations across the borough, building capacity and capability. • Provide a mechanism for the collection and monitoring of public opinion across the borough's diverse communities. • Assure avoidance of duplication and save resources by ensuring all local patient and public engagement is joined up and co-ordinated. • Analyse engagement activity understanding who has been engaged by area, gender, age, disability, ethnicity, religious and sexual orientation (where possible), and ensure action plans are produced to close any gaps. • Monitor the effectiveness of feedback to patients and the public on how their engagement has influenced the commissioning and performance monitoring of services. • Support and recommend policies and strategies governing the management and process for patient and public engagement and the gathering of public opinion. • Assure that national, regional and local data is triangulated with locally gathered data to ensure equitable services and best use of resources for the residents of the borough. • Act as a conduit for engagement with local health and social care partner organisations, 3rd sector organisations and other public sector bodies promoting and supporting shared goals.
<p>How has the Committee performed against these duties?</p> <p>Conclusion on Governance and Assurance</p>	<p>As a result of the work undertaken during the year the Committee is able to give positive assurance to the Governing Body on the patient and public engagement systems of governance and assurance operating within HMR.</p>
<p>What are the Key Achievements/Highlights for 2020/21</p>	<p>Commissioning Team supported in completion of the patient and public engagement section of the commissioning procurement hand book to ensure the appropriate and inclusive level of co-commissioning of services.</p> <ul style="list-style-type: none"> • Patient representatives supported to engage in the tendering process supporting commissioning teams. • Facilitating partnership working between RADDAG and various commissioning projects including the HMR Equality, Diversity and Inclusion Strategy. • Innovative programme of engagement agreed with local primary schools, high schools and Sixth Form College to engage children and young people in healthcare issues. • Oversight of the patient and public engagement for Kirkholt Health Centre Development • Supporting the Pride in Practice Programme with local GP Practices

	<ul style="list-style-type: none"> • Supporting Healthwatch with engagement for the Greater Manchester NHS Long Term Plan. • Contributed to HMR CCG Annual Equality Publication • Regular and ongoing engagement with local organisations supporting older people. • Challenge Organisation Visits (Dragons Den) an initiative to support young people (17 years) to experience the work environment and learn about the work of the CCG. The young people pitch an idea to a panel of Senior CCG Managers (Dragons) who provide constructive feedback. • Survey Work using Survey Monkey to gauge the views of local people on national, regional and local key health issues and initiatives. • Assisted in promoting networking with third sector member organisations
<p>What improvements, developments and key learning can the Committee take into 2021/2022</p>	<ul style="list-style-type: none"> • Continue to support members in the understanding of Conflict of Interest and Code of Conduct for the meetings • Ensure strong links remain with the commissioning teams as the CCG moves through the transitional period into integration of NHS and Local Authority organisations. • Continue to strive to ensure equitable coverage of the diverse communities across the borough are reflected in the membership • Learning from the recent CCG IAF Patient and Community Engagement regarding Patient and Public Engagement
<p>Are members, particularly those new to the Committee provided with training?</p>	<p>No formal training although introductions are made pre-meeting and the Meeting Etiquette and Committee Code of Conduct are shared with all new members.</p>
<p>Does the Committee have a mechanism to keep it aware of topical, legal and regulatory issues?</p>	<p>Yes representation from Committee members on Governing Body, Corporate Governance Committee, Integrated Commissioning Board, Primary Care Commissioning Committee, Quality and Safeguarding Committee and Audit Committee.</p> <p>Additionally there is a standard item on the Committee Agenda for Communications and Engagement Update providing members with current developments nationally, regionally and locally.</p> <p>Members from third sector organisations have a standing item on the Committee Agenda and provide updates on topical issues for their sectors.</p>
<p>Does the Committee have a plan of matters to be dealt with over the coming year?</p>	<p>Yes. There is a Business Schedule in place each year which is shared and agreed at the April meeting. The schedule supports the organisation to meet the CCG Improvement and Assessment Framework (IAF)</p>
<p>Are papers circulated in good time for members to give them due consideration and are minutes received as soon as possible after the meeting?</p>	<p>Yes – Papers are circulated five working days prior to the meeting</p>

<p>Does the Committee meet the appropriate number of time to deal with planned matters</p>	<p>Yes with additional Task and Finish Groups meeting more frequently to deliver on specific engagement activity.</p>
<p>Chair's Comments / any additional information not covered above</p>	<p>Extensive work has been undertaken to ensure membership is reflective of the local demographics; this remains an ongoing challenge.</p>

Date of review

Signature

DRAFT