

# NHS Scarborough and Ryedale Clinical Commissioning Group

## Communication & Engagement Committee Terms of Reference

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# TERMS OF REFERENCE AMENDMENTS

Amendments to the Terms of Reference will be issued from time to time. A new amendment history will be issued with each change.

<b>New Version Number</b>	<b>Author/Editor</b>	<b>Nature of Amendment</b>	<b>Approved By</b>	<b>Date</b>
1.0	Accountable Officer (Chief Officer)	None	Governing Body	

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## **1 Title**

- 1.1 The Committee shall be known as the Communication and Engagement Committee of the Scarborough and Ryedale Clinical Commissioning Group (SRCCG) and is established in accordance with the constitution, standing orders and scheme of delegation.

## **2 Accountable To**

- 2.1 The Committee shall be accountable to the Governing Body of SRCCG.

## **3 Reporting Arrangements**

- 3.1 The Committee's Terms of Reference shall be agreed by the Governing Body of SRCCG.
- 3.2 The minutes of the Committee shall be formally recorded although there is no formal requirement to present to the Governing Body, the Committee will by exception escalate matters it considers should be brought to the attention at the full Governing Body.
- 3.3 The composition of the Committee shall be published in the Annual Report.

## **4 Duties & Responsibilities**

- 4.1 This Committee will develop a Communication and Engagement Strategy and drive through the delivery of the supporting Communication & Engagement Plan, monitor delivery, report progress and provide assurance of delivery against the plan.

## **5 Authority**

- 5.1 The Committee is to proactively plan and deliver engagement activities with patients, public and stakeholder groups in order to deliver statutory and strategic objectives of NHS SRCCG.
- 5.2 The Committee will work collaboratively with stakeholder organisations and other CCGs on joint initiatives.
- 5.3 The Committee will support national media campaigns.
- 5.4 The Committee is to investigate any activity within its Terms of Reference. It may seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee.

- 5.5 The Committee is to monitor the performance of major projects and against the standards in the NHS Outcomes Framework that are considered critical to the objectives of the SRCCG.
- 5.6 The Committee members will assess the need to communicate and inform the Overview and Scrutiny Committee of potential and/or planned changes to services and either liaise directly or inform the Accountable Officer of arrangements.
- 5.7 The Committee will from time to time call upon expertise in meeting the statutory duty in equality and diversity

## **6 Objectives**

- 6.1 To develop and manage plans for Communication and Engagement with all stakeholders
- 6.2 Where deemed necessary, the Committee shall escalate matters of concern to the Governing Body
- 6.3 To ensure the equality delivery system is completed and progress monitored.

## **7 Engage and Communicate**

- 7.1 The Committee shall pro-actively review the SRCCG's performance against the standards in the NHS Standards for Communications and Engagement
- 7.2 To liaise as appropriate with the Overview and Scrutiny Committee, developing relationship and engagement
- 7.3 To develop and maintain a detailed stakeholder map
- 7.4 To develop a communication plan for each of the stakeholder groups
- 7.5 To develop a communication strategy with supporting processes to manage communications to stakeholders, in particular member practices.
- 7.6 To manage the flow of information to and from the Governing Body and it's stakeholders
- 7.7 The Committee shall initiate reviews in its own right and undertake, as directed, reviews on behalf of the Governing Body. Work shall be progressed by co-option of other key individuals.
- 7.8 The Committee shall determine what reports they would wish to see on a regular basis.

## **8 Training & Briefing**

- 8.1 The Committee shall specifically consider the level of Communication and Engagement awareness of Governing Body members and staff in the SRCCG. The Committee shall promote a culture in which:
  - Communications and Engagement awareness is valued and encouraged.
  - Communications and Engagement are developed to ensure regular and wide consideration of Quality and Performance issues.
  - Information is shared openly and honestly with stakeholders

- The local health economy works in partnership to develop a shared commissioning vision and strategy and a shared understanding of that strategy.
- There is regular and open dialogue with other organisations, both NHS and non-NHS regarding Quality and Performance matters.

## 9 Risk Management

9.1 The Committee will review the risk register and update the governing Body on key risks relating to communication, engagement and equality.

## 10 Membership

10.1 The Committee shall comprise:

- Lay Member of Public & Patient Engagement, Governing Body (Chair of Committee)
- Primary Care Manager, Governing Body
- GP, Governing Body
- Associate Director of Corporate Affairs
- Communication and Engagement Manager
- Engagement Manager

In attendance - Administration Assistant

10.2 Any other Director or member of staff may be asked to attend as necessary.

- 10.3 The Chair shall be the Lay Member of Public & Patient Engagement, Governing Body.
- 10.4 In the event of the Committee Chair being unable to attend a meeting, a Governing Body Member shall normally deputise.
- 10.5 Any SRCCG employee or other agency may be required to attend at the Committee's request.
- 10.6 Membership may be reviewed by the Committee as required.

## **11 Quorum**

- 11.1 No business shall be transacted unless there are at least four members present, of which at least two shall be Governing Body members.

## **12 Attendance**

- 12.1 Regular attendance at Committee meetings leads to improved engagement and communications. In the event that an attendee is unable to attend a meeting it is their responsibility to ensure that a nominated deputy is properly briefed and empowered to act on their behalf.
- 12.2 Frequency of attendance by members and attendees will be reviewed by the Committee Chair at least annually.

## **13 Frequency**

- 13.1 The Committee will meet on at least bi-monthly but may adjust frequency as dictated by the position of the SRCCG's Communication and Engagement plan.

## **14 Declaration of Interests**

- 14.1 Members are required to declare interests prior to the commencement of the Committee and a register of interests will be maintained. The Chair is required to reconfirm this as a standing item on Committee agendas. As per the Standing Orders, individuals may be required to leave the meeting for relevant agenda items at the discretion of the Committee and will no longer count towards the quorum.

## **15 Review of Committee Effectiveness**

- 15.1 The Committee shall undertake a review of its effectiveness at least annually.

15.2 The Committee shall be subject to any review of SRCCG Committees as required.

## 16 Conduct

16.1 The members of the Committee must ensure that at all times they:

- Observe the highest standards of propriety involving impartiality, integrity and objectivity in relation to the stewardship of public funds and the management of the bodies concerned.
- Always strive to maximise value for money through ensuring that services are delivered in the most efficient and economical way, within available resources and with independent validation of performance achieved where practicable
- Are accountable to Parliament, to users, to individual citizens, and to staff for the activities of the bodies concerned, for their stewardship of public funds and the extent to which key performance targets and objectives have been met
- Comply fully with the principles of the Citizens charter and the Code of Practice on Access to Government Information, in accordance with Government Policy on openness
- Must comply with the Nolan's seven principles of public life
- Bear in mind the necessity of keeping comprehensive written records of their dealings, in line with general good practice in corporate documents.

## 17 Review of Terms of Reference

17.1 The Committee shall review its Terms of Reference at least annually.