

## **Patient Council**

### **Terms of Reference March 2016**

#### **1. Introduction**

1.1 Lincolnshire East Clinical Commissioning Group's (LECCG's) Patient Council is established as part of the governance arrangements of the CCG. These terms of reference define the purpose of the council; its membership; roles and responsibilities and accountability. The Patient Council operates with delegated authority for decision making as a sub-committee of the CCG.

#### **2. Purpose**

- 2.1 The Patient Council exists to provide assurance and scrutiny in relation to the CCG's duties to communicate and engage with patients and the public under the Health and Social Care Act 2012.
- 2.2 The Patient Council acts as a representative body for patients and the public through a membership of representative organisations and individuals.

#### **3. Membership**

- 3.1 Membership will be regularly reviewed to ensure that it remains a representative group. Patient and public representatives attend Patient Council on behalf of the group or network they represent.
- LECCG Lay Member for patient and public involvement (Chair)
  - LECCG Chief Nurse
  - Representative from the Practice Manager's network
  - GP representative
  - Communications and Engagement representative
  - PPG representatives from LECCG member practices
  - Carer's representative
  - Healthwatch representative

Quoracy has not been formalised in the Terms of Reference. It has been agreed, however that the following members of the Patient Council, or a representative should be present:

- One PPG rep from each locality
- GP Practice Manager (or deputy)
- Chief Nurse (or deputy)
- Communication and Engagement representative

#### **4. Review & Monitoring**

5.1 The Terms of Reference will be reviewed annually by the Patient Council, unless otherwise determined by the Council or Governing Body.

**Date of next review: March 2017**

#### **6. Expenses**

6.1. Reimbursement of travel expenses for volunteer members of the Patient Council will be paid in line with the Lincolnshire East Patient and Public Involvement Reimbursement Policy, which is available on the CCG's website.

#### **7. Frequency of Meetings**

7.1 Meetings will be held quarterly in Line with the Quality and Patient Experience Committee (QPEC).

#### **8. Roles and responsibilities:**

- Provide feedback on health and care issues and services through involvement of groups and individuals who represent other patients and members of the public.
- Provide scrutiny and challenge of the CCG's plans for communications and engagement.
- Review the CCG's policies and plans, representing the interests of patients and the public.
- Act as the conduit of information between the CCG and wider communities, groups and networks of patients and members of the public.

- Act as the voice of the patient, providing advice and challenge on a range of issues.

## **9. Accountability**

9.1 The Patient Council is accountable to the Governing Body of LECCG and reports in via the Quality and Patient Experience Committee (QPEC).

## **10. Administration and support**

10.1 LECCG Patient Council meets quarterly and is chaired by the CCG's Lay Member for Patient and Public Involvement. Papers for each meeting will be available to view on the Virtual Patient Council via the CCG website. Administration support is provided by Optum.

10.2 The Virtual Patient Council is based on an exchange of information through a secure members area of the CCG's website. The agenda for the meetings will include topics that the CCG wishes to receive specific feedback on and will be sent to members in advance of each meeting. Templates will also be available for patient and public representatives to provide feedback on general health and care issues.