



West Yorkshire and the Harrogate Sustainability and Transformation Partnership
CCG Lay Member Assurance Group
Terms of Reference
Version 2.0

The primary purpose of the CCG Lay Member Group is to assure the 11 West Yorkshire and Harrogate CCG Governing Bodies through their respective Governing Body PPI Lay Members that authentic patient and public involvement is being planned, designed and delivered as a critically important element of each work stream in our STP.

1. Purpose

The primary purpose of the CCG Lay Member Group is to assure the 11 West Yorkshire and Harrogate CCG Governing Bodies through their respective Governing Body PPI Lay Members that authentic patient and public involvement is being planned, designed and delivered as a critically important element of each work stream in our STP. The group will strive to ensure that the public and patient voice is represented and heard, and that their views and experiences inform decisions on the development, design, redesign, implementation and evaluation of services.

This will be achieved by members and STP stakeholders providing timely review, advice and input to the approaches and processes for delivering the STP.

Specifically the group will:

- Work with the West Yorkshire and the Harrogate District STP programme team to ensure patient, carer and public involvement is robust.
- Provide feedback on draft involvement plans and materials to be used to inform / engage / consult the public on the work of the West Yorkshire and the Harrogate STP.
- Make recommendations to the West Yorkshire and the Harrogate District STP Programme Management Office on how to improve engagement with the public.
- Support opportunities for collaborative working between partner organisations across the health and social care system including the third sector.
- Ensure, where available, information about patient views and experiences is effectively shared
- Ensure that appropriate Equality Impact Assessments are completed, reviewed and formally approved.
- Ensure that where appropriate Quality Impact Assessments are completed.
- Assure each respective CCG Governing Body that authentic patient and public involvement underpins each of the West Yorkshire and Harrogate STP work streams



2. Approach

The group will take a 'critical friend' approach. Critical friends are trusted, encouraged, supported and informed. They provide honest feedback and are not afraid to constructively challenge and offer an alternative opinion. The group will support and encourage coproduction to determine the most appropriate and effective service redesign and delivery.

Members will expect the Gunning principles on fairness to be applied:

- 1) Consultation must take place when the proposal is still at a formative stage
- 2) Sufficient reasons must be put forward for the proposal to allow for intelligent consideration and response
- 3) Adequate time must be given for consideration and response
- 4) The product of consultation must be conscientiously taken into account

The group will work in accordance with Nolan's seven principles of public life, namely selflessness, integrity, objectivity, accountability, openness, honesty and leadership, bringing a diverse public perspective to the discussions.

Members are Lay Members of their respective organisations, and will not act on behalf of the West Yorkshire and the Harrogate District STP without prior written agreement.

Members will share information provided at meetings with their respective organisations, ensuring that this is in line with the assurance processes of their CCG.

3. Membership

11 CCG Governing Body Lay Members for Patient and Public Involvement

In attendance:

- West Yorkshire and the Harrogate District STP Communications and Engagement lead
- West Yorkshire and Harrogate STP Programme Director
- The STP Healthwatch Representative

Additional stakeholders will be encouraged to attend and participate as determined by the agenda and the associated issues. The Chair is responsible for ensuring the invitations to participate are agreed prior to the meeting, appropriate and timely. When members are unable to attend Governing Body Lay Member colleagues are encouraged to attend to ensure maximum CCG representation at meetings.



4. Appointments

New members will be appointed on the resignation of current members. The Chair and Deputy Chair will be CCG PPI Lay Members.

5. Frequency of meetings

Meetings will be held between 4 and 6 times per year. Subject to project timescales members may be contacted on an ad hoc basis for their feedback/views.

6. Support

The STP Communication and Engagement Lead will maintain regular contact with members, and provide updates the West Yorkshire and the Harrogate District STP including progress in achieving milestones and goals. The Communication and Engagement Lead, with the Chair of the group, will arrange meeting dates, prepare agendas, write and share papers and minutes.

7. Accountability

Each CCG Lay Member is accountable to their respective organisation for assurance that patient and public involvement is authentic, appropriate, and effective and is a valuable and valued element of robust decision making.

Advice/recommendations from the group will be referred in the first instance to the West Yorkshire and the Harrogate District STP Programme Management Office. If, for whatever reason, matters are not able to be resolved/agreed satisfactorily members will formally communicate their unresolved concerns with their respective governing body colleagues.

Each Lay member is responsible for providing feedback and assurance to their respective CCG on the work and outputs from the group.

The minutes of this meeting will be forwarded to all members and attendees. The outputs and recommendations of this group will be shared with the STP Steering Group and agreed minutes will be made public via the engagement and consultation mapping document which will be updated and published on the STP web pages.

In addition an e-mail distribution list will be maintained to ensure that interested and appropriate individuals receive a timely copy of the minutes.



8. Conflicts of interest

All those attending a meeting, as a member or in attendance, must declare any actual or potential conflicts of interest. It will be for the Chair to decide how declared interests are managed, which may include asking the individual to withdraw from the meeting in cases where conflicted issues are discussed or decisions taken.

9. Confidentiality

Group members will not make public specifically designated confidential information gained as a result of their involvement with the group without prior written agreement



10. Approval of Terms of Reference

These Terms of reference were approved on:

By: (the Chair on behalf of the members)

Evidenced in the minutes of the meeting dated:

11. Review of Terms of Reference

These terms of reference will be reviewed on an annual basis.

Date of next review: [To be added]