

Joint Commissioning Patient Reference Group

Terms of Reference

Purpose

The purpose of the Joint Commissioning Patient Reference Group (CPRG) is to enable patients from the localities to make an effective contribution to the prioritisation, design, planning and commissioning of health services within the CCG. The joint CPRG will play an important role in helping the CCG capture and make use of the views, insights and experiences of its patient population and carers.

Functions of the Commissioning PRG

Strategic:

- To help provide assurance to the CCG Governing Board of effective patient and public engagement (PPE) in its commissioning activities.
- To provide a forum for debate on the development and operation of effective health services for patients served by the localities and to advise the CCG Governing Bodies accordingly.
- To act as a sounding board for CCG proposals.
- To contribute to quality review of provider services based on patient feedback.
- To advise on and agree the CCG Communications and Engagement Strategy.
- To help ensure that all CCG commissioning and PPE activities reflect and respect the cultural diversity of the communities served by the localities and meet the requirements of the Equality Act 2010.

Operational:

- To oversee Communications and Engagement Plans for CCG projects.
- To advise the CCG on appropriate PPE methods and activities for the locality populations.
- To act as a link between the CCG and Members' own GP practices, patient groups, and the voluntary sector, carrying out engagement or consultation when required.
- To act as 'champions' for PPE in GP practices.
- To help create networks through which wider patient and public participation can be established.
- To support the CCG at public engagement events or consultations when required.
- To actively promote public awareness of health and social care issues.

Membership of the CPRG:

- 1 lay member from each of the GP practices served by both CCGs.
- Lay members with lead focus on Diversity and Older People respectively. (Crawley)
- The Governing Body Lay Member with responsibility for PPE for both CCG's (acting as Chair).
- The GP Chair of the Clinical Reference Group (Crawley)
- The GP Chair and Vice Chair of the Locality Group (Horsham and Mid Sussex).
- 2 Members from West Sussex Healthwatch
- 1 Representative from the Crawley Health and Wellbeing Partnership (known as Crawley Wellbeing) who will also represent voluntary sector organisations.
- Others may be invited to attend meetings on an ad hoc basis, e.g. representatives from specific groups such as older people or young people or programme/project managers, etc.
- A staff member from the management team will provide administrative support to the Joint CPRG.

Lay members:

- Will be required to sign a Letter of Agreement.
- Will undertake induction training.
- Must be able to give the appropriate time commitment.
- Must be prepared to work to the Standards of Conduct Policy and Procedures for the CCG.

Remuneration for CPRG members

Commissioning CPRG lay members will be entitled to claim a reward payment as determined by the CCG for each meeting plus travel expenses. Lay members can choose whether to claim this payment or not as they may have personal tax or benefit considerations to take into account.

Meetings

- Frequency: every two months.
- Quorum: at least 7 practices represented, (with a minimum of 2 from each CCG) plus the Chair.
- Venues: these will be at the Charis Centre or some suitable alternative venue.
- Administration: support for meetings will be provided by a member of the management team.

Key relationships for the CPRG

- CCG Governing Body, CRG, Executive and management team
- CCG Governing Body, Locality Group, Delivery Group and management team
- Crawley and Horsham and Mid Sussex membership
- Practice Managers
- Crawley and Horsham and Mid Sussex public membership
- GP practice PPGs and PRGs
- Healthwatch
- Voluntary Sector organisations
- Provider organisations
- NHS Sussex (during transition)