

FAREHAM & GOSPORT CCG COMMUNITY ENGAGEMENT COMMITTEE

Terms of Reference

Purpose of the Community Engagement Committee (CEC)

The purpose of the Community Engagement Committee (CEC) is to support the Fareham & Gosport Clinical Commissioning Group (F&G CCG) in achieving its strategic objectives by interpreting and influencing both the external and internal environments and by creating positive relationships with stakeholders through the appropriate management of their expectations and agreed objectives. It will be chaired by a member of the F&G CCG Governing Body.

Objectives of the Community Engagement Committee

- To provide a forum for engagement with a cross-section of stakeholders in relation to the strategic objectives of the F&G CCG.
- Recognise and acknowledge stakeholders' needs, concerns, wants, authority, common relationships, and interfaces and align this information within the stakeholder map.
- Ensure that all stakeholders have access to relevant information on the objectives and progress of the process
- Identify the views of stakeholders and ensure they are reported to the CEC in a co-ordinated way
- Identify any key issues which may not have been addressed by the CCG in order that these can be fed back to the Governing Body of the CCG
- Contribute to the Communication and Engagement Strategy of the CCG
- Advise on engagement activities for the Strategy (including patients, staff, the public and other organisations)
- Provide feedback on communications and engagement activity to date in order to influence the future approach

The CEC is a sub-committee of the F&G CCG Governing Body and is not in itself a decision making group.

Location and timing of meetings

The meetings will be held bi-monthly. The meetings will usually be held at a suitable venue with access for the disabled.

Reporting Mechanisms

The Chair of the CEC will also be a member of the Governing Body and will ensure there is a 2-way communication mechanism. It will be the responsibility of each CEC member to communicate between their own organisation and the CEC to ensure there are no gaps in the process.

Reporting Arrangements

Feedback and outcomes from the CEC will be reported to the Governing Body and, where appropriate to the Clinical Cabinet, the Quality and Safety Committee and the Chief Commissioning Officer to ensure information is fed back through to decision makers and project leads.

Information will also be included in all engagement project feedback reports to ensure local information informs decision making processes.

In order to provide the Governing Body with current minutes the minutes will be approved out of committee, by email.

Membership

Guiding Principles on determining membership of the CEC

- The members should provide a representative canvas of stakeholder opinion – it will not be possible to involve every group or organisation associated with the F&G CCG
- Numbers need to be kept manageable to ensure that the committee is able to operate effectively and does not create unnecessary administrative burden
- Ideally membership should be fixed (that is, not on a rotational basis), with named substitutes for each member

Key stakeholders

Those to be offered seats on the Community Engagement Committee include:

- Adult Services
- Borough Councillors
- Borough Council representatives
- CCG Communications Team administration
- CCG Commissioning
- CCG Quality & Safety
- CCG Governing Body Lay Members
- CCG Communications Lead
- Carers Association
- Friends of Fareham Community Hospital
- Locality Patient Groups representatives
- MP representatives
- Patient Participation Group representatives
- Portsmouth Hospitals Trust
- Southern Health NHS Foundation Trust
- A representative from the Voluntary Sector

This list is not exhaustive and can be added to as and when the need arises

Meeting management, advice and administrative support

- Communications Team Lead and administrator

Membership has been drawn from key stakeholders to ensure total transparency within the internal mechanisms of the F&G CCG. Membership and Terms of Reference will be reviewed annually.

To be reviewed by: January 2019

Updated: