The Public Involvement and Advancing Equality Reference Group

(PIAERG)

Terms of Reference

The Public Involvement and Advancing Equality Reference Group (previously named as the Patient and Public Engagement Steering Group and for the purposes of this document will be referred to as the PIAERG) is accountable to NHS Milton Keynes Clinical Commissioning Group’s (the CCG) Board. The CCG Board has approved and keeps under review the Terms of Reference for the PIAERG which includes information on its membership.

1. Constitution

The CCG shall ensure that it promotes patient and public involvement and engagement in relation to the CCG’s functions and will ensure that communication and engagement is meaningful, targeted and ongoing. In particular, the CCG will ensure that:

- Processes are in place to collect, analyse and utilise the views of patients and the public to inform decision making, shape services and improve health outcomes
- Meaningful engagement with seldom heard or harder to reach groups will, at times, require additional efforts and resources
- There is ongoing improvement and innovation in relation to patient and public involvement and engagement

2. Statutory Responsibility

NHS organisations are required to involve and consult members of the public and stakeholders in planning, buying, developing and improving services. The requirement has been strengthened over the years, most notably with sections 242 and 244 of the 2006 National Health Service Act and more recently with section 14Z2 of the 2012 Health and Social Care Act. To meet the requirements the CCG will:

- Work in partnership with patients, carers, their representatives and the local community
- Engage with people from or representing protected groups from our local communities and develop the services we provide
- require evidence of engagement from service providers we commission that identifies the most vulnerable protected groups for each service (based on ratified research) and how access, experience and health outcomes for these groups has improved

In respect of equality and health inequalities, the CCG is required to respond to the requirements and demonstrate compliance with The Equality Act (2010) section 149: Public Sector Equality Duty by way of:

- Eliminating discrimination, harassment victimisation, and any other conduct prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations between people who share a protected characteristic and people who do not share it
3. Context

The CCG recognises that patient and public engagement and equality and health inequalities are closely linked. In order to achieve high quality care for all and promote the advancing of equality and opportunity for patients and members of the public, the CCG’s Communications and Engagement Strategy and The Equality Strategy (2016-2020) have been brought under the auspices of the PIAERG. In bringing both strategies under the oversight of the PIAERG, the opportunity to improve compliance, engagement and communication of equality and health inequalities legal duties will be supported.

4. Purpose of the Public Involvement and Advancing Equality Reference Group

The purpose of the PIAERG is to ensure the CCG’s Communications and Engagement Strategy and The Equality Strategy is embedded in the day to day work of the CCG. The PIAERG will also support the ethos of the strategies within the wider health and social care system.

5. Responsibilities

The purpose of the PIAERG is to provide oversight and assurance to the CCG that patient and public involvement and advancing equality and relevant strategies are imbedded within the organisation by way of:

- Reviewing engagement in the light of national and local requirements and legislation to assess the implications on local engagement
- Gaining assurance from the Quality and Equality Impact Assessment process that actions have been taken to mitigate negative impacts for protected characteristic groups
- Developing engagement standards for Programme Boards
- Working with Healthwatch Milton Keynes and Patient Experience Leads to identify any emerging themes in general qualitative feedback from patients and members of the public
- Sharing engagement opportunities between organisations which include partners within the Sustainability and Transformation Partnership of Bedford, Luton and Milton Keynes (BLMK)
- Responding to relevant local or national consultations
- Reviewing compliance of engagement, equality and health inequality legal duties
- Supporting the CCG to assess Equality outcomes and develop objectives by using nationally recognised performance tools (currently NHS England’s Equality Delivery System 2)
- Agreeing proportionate actions that improve compliance with health equality and inequalities duties which includes engagement and communication
- Overseeing any action plans contained within the Equality Strategy, the Communications and Engagement Strategy, relevant national and internal audits and other works as required
- A conduit to receive updates from the Milton Keynes Practice Participation Group quarterly meeting when required

6. Authority

The Public Involvement and Advancing Equality Reference Group will report to the Quality Committee.

7. Membership
The membership of the Group constitutes:

- CCG Chair (CCG Lay Member for Public & Patient Engagement)
- CCG Director of Nursing & Quality (copied into minutes and agenda’s and attendance at will)
- CCG Head of Quality, Deputy Director of Nursing
- CCG Head of Strategy
- CCG Patient Experience Lead
- Clinical Lead and CCG Chair
- CSU Communications & Engagement Lead
- Healthwatch representatives x 2
- Organisational and Workforce Development Lead
- GP representative
- Programme Board leads will be informed and invited

8. Papers

Draft agenda and minutes will be circulated ten working days before each meeting.

9. Quorum

A minimum of four people will be required to make the meeting quorate. At least one of the four must be an officer/senior member of the CCG.

A decision put to a vote at the meeting shall be determined by a majority of the votes of members present. In the case of an equal vote, the Chair of the Group shall have a second and casting vote.

10. Reporting arrangements

The Group report to the CCG’s Quality Committee and will provide minutes and annual reports for information and assurance which will comprise of:

- The Groups overall activity and action plan
- The Advancing Equality Annual report
- The Engagement Annual report (stand-alone or part of the CCG’s overall Annual Report)

11. Frequency

Quarterly

12. Review

These Terms of Reference will be reviewed on an annual basis or sooner if required with recommendations made to the CCG Board for approval.

Date agreed: 24 April 2018

Review due: As and when required