

HULL AND EAST YORKSHIRE HOSPITALS NHS TRUST

PATIENT AND PUBLIC COUNCIL

TERMS OF REFERENCE

1,	<p>Constitution</p> <p>The trust has established a Patient and Public Council (PPC) reporting to the Executive Management committee.</p> <p>The Patient and Public Council shall have terms of reference and be subject to conditions such as reporting back to the Executive Management Committee via the Chair of the Patient and Public Council.</p>
2.	<p>Role</p> <p>The purpose of the Patient and Public Council is to act as a reference group, to enable the patients, communities and the public of Hull and the East Riding of Yorkshire to make an effective contribution to the running of the Hull and East Yorkshire Hospitals NHS Trust.</p> <p>The Patient and Public Council is responsible for working with the Trust to ensure that patient and public views and experiences are heard and captured and, where appropriate, escalated to the relevant service, officer or committee for information and/or action.</p> <p>The Patient and Public Council will:</p> <ul style="list-style-type: none">• be seen as ambassadors for the trust, ensuring patients, the public and relevant other stakeholders are well informed about the workings and strategic direction of the Trust;• provide a diverse forum for influencing and contributing to discussions and planning of the most effective health services for the local population;• Support the Trust in its aim to ensure that all communication and engagement is fit for purpose, appropriate and accessible to all relevant groups e.g. patient information leaflets;• support the Head of Patient Experience in establishing and developing mutually advantageous relationships with a range of key community groups as agreed with the trust, including Healthwatch, local Patient Participation Groups (PPGs), third sector/charities and others;• champion and promote patient and public involvement and develop creative ways in which to engage with the local population;• shape and influence the Trust strategy from a Patient and Public involvement perspective;• support facilitation of a local response to national surveys and engagement programmes. <p>The Patient and Public Council will do this by:</p>

	<ul style="list-style-type: none"> 2.1 Representing the views of patients back to the Trust 2.2 Contribute to key meetings and committees offering the perspective of a patient/member of the public. 2.3 Participating in working groups, where appropriate. 2.4 Receiving and considering patient/staff surveys. 2.5 Considering relevant reports/presentations/information presented by the Head of Patient Experience or other staff members. 2.6 Contributing to the discussions relating to efficiency and effectiveness of the trust use of resources. 2.7 Receiving reports and presentations from specialist groups. 2.8 Reviewing and evaluating key services as agreed with the Trust. 2.9 Reviewing how the Trust measures patient experience. 2.10 Participating in audits relating to patient care (e.g. fundamental standards). 2.11 Providing feedback from Health group Board meetings. 2.12 Providing feedback following any involvement with key stakeholders and charities.
<p>3.</p>	<p>Membership of the Patient and Public Council</p> <p>3.1 The membership shall comprise:</p> <p style="padding-left: 40px;">Patient and Public Council Chair Patient and Public Council Vice Chair Patient and Public Council Members (maximum of 16 members)</p> <p>In Attendance:</p> <p style="padding-left: 40px;">Head of Patient Experience Patient Experience Officer (Secretary) Nominated Trust Representatives (by invitation only)</p> <p>3.2 Patient and Public Council members will be appointed through a formal application and selection process.</p> <p>3.3 Patient and Public Council members will have a maximum three year term of office, with an opportunity to renew their membership for a further one term subject to agreement with the Trust.</p> <p>3.4 Any Patient and Public Council member may resign in writing at any time to the Chairman or Head of Patient Experience.</p> <p>3.5 New Chairs and Vice Chairs will be appointed through the process of selection and recruitment led by the Head of patient Experience.</p> <p>3.6 All members of the Patient and Public Council will be required to undergo a Disclosure and Barring Service check and also undertake all necessary training as determined by the Trust in order to fulfil the requirements of the role. (Appendix 1) Failure to undertake the required training may result in the Patient and Public Council member</p>

	<p>being suspended until the matter has been addressed satisfactorily.</p> <p>3.7 All members of the Patient and Public Council must sign the Council's agreed Code of Conduct. (Appendix 2)</p> <p>3.8 Patient and Public Council members are expected to be professional at all times. Post Disclosure may result in non-appointment</p>
4.	<p>Chair of the Council The Chair and the Vice Chair of the Council will be elected by Council members following a closed ballot. Terms of office will be a maximum of three years.</p>
5.	<p>Quorum The quorum shall be a minimum of half of the Council membership, on of which should be the Chair or Vice Chair. Any meetings that are not quorate may continue but any decisions must be deferred.</p>
6.	<p>Frequency of Meetings The Patient and Public Council shall meet every two months.</p>
7.	<p>Attendance at Meetings Other employees may be invited to attend by the Chair, particularly when the Council is discussing an issue that is the responsibility of that employee/service.</p>
8.	<p>Notice of meetings Meetings of the Patient and Public Council shall be set at the start of the calendar year by the Patient Experience Team. Notice of each meeting, including an agenda and supporting papers, shall be forwarded to each member of the Council not less than five working days before the date of the meeting.</p>
9.	<p>Agenda and Action Points The agenda, action points and attendance list of all meetings of the Council shall be produced in the standard agreed format of the trust and kept by the Patient Experience Team.</p>
10.	<p>Reporting Arrangements The Chair shall draw the attention of the trust to any issues that require disclosure or require executive action/ escalation to the Executive Management Committee (EMC).</p>
11.	<p>Relationships with Other Committees The Patient and Public Council minutes will be presented to the Patient Experience Forum (PEF) to provide information and assurance.</p>
12.	<p>Administration The Patient and Public Council shall be supported administratively by the</p>

	Patient Experience Team who will agree the agenda with the Chair and collate all necessary papers. The Patient Experience team will attend meetings to take minutes, keep a record of matters arising and issues to be carried forward and generally provide support to the Chair and members of the Council.
--	---

Date revised: December 2018

Date approved:

Review Date: December 2019