

TERMS OF REFERENCE

COMMUNITY ENGAGEMENT ADVISORY GROUP

Purpose

The Community Engagement Advisory Group ('the advisory group') supports the communications and engagement work undertaken by NHS Southend Clinical Commissioning Group ('the CCG'). Its key role is to advise on planned activities, help develop communications or engagement projects and ensure the CCG reflects its commitment to Equality and Diversity in this work.

Remit

The role of the group is entirely advisory but feedback from the group will be considered and CCG officers will report back regularly on how that feedback has impacted on their work.

Membership

Membership will be offered to organisations as opposed to individuals. Membership will reflect Southend's diverse population and ensure different voices, experiences and perspectives are captured and listened to. There will be up to 20 members of the group (not including CCG members), as follows:

Automatic membership

1. Healthwatch Southend (one representative per meeting)
2. Southend Association of Voluntary Services (one representative per meeting)
3. Southend-on-Sea Borough Council (one representative per meeting)
4. Southend Youth Council (up to two representatives per meeting)
5. Patient Participation Group Forum (up to two representatives per meeting)

Membership through Application Process

The remaining 13 places will be offered to voluntary groups, support groups and charities across Southend, with one representative per meeting. It is hoped that the groups will be representative of the local population and vulnerable groups. Member organisations will be expected to help the CCG communicate with the local community by relaying agreed messages and information to their own stakeholders using their own communication channels.

Political groups, campaign groups and private sector organisations will not be able to apply.

The appointment process will be conducted by the CCG and the assessment of applications will include:

- a clear commitment to equality and diversity
- the ability to send a representative to meetings regularly
- an assurance to maintain confidentiality appropriate to the content of the meetings
- ensuring membership is as diverse as possible to maximise the group's ability to reflect Southend's population and differing needs throughout the community

Members will be required to sign the CCG's *Conflicts of Interest* register and a confidentiality agreement.

If an organisation regularly fails to send a representative to the meetings, the CCG maintains the right to withdraw membership in order to offer it to another organisation.

Leadership and Management

The advisory group will be chaired by the CCG's Lay Member for Patient and Public Involvement. A Deputy Chair will be elected by the advisory group.

The content of meetings will be planned and managed by the CCG's Senior Engagement Officer in conjunction with the chair.

Advisory Group members will also be able to suggest content for future meetings, as long as this content is relevant to the remit of the group.

Governance

The advisory group reports to the CCG's Quality, Finance and Performance Committee through the Lay Member for Patient and Public Involvement.

The group will meet monthly. The agenda and accompanying paperwork will be distributed to members one week in advance of each meeting by the CCG's Senior Engagement Officer. Updates or requests may also be communicated between meetings by email, as required.

Actions will be captured by the CCG at each meeting. Additionally, minutes may be taken by advisory group members should the group decide this would be useful.