



## **COMMUNITY ENGAGEMENT PARTNERSHIP (CEP) TERMS OF REFERENCE**

### **1. PURPOSE**

To support the CCG's Lay Member for Patient and Public Involvement in helping to ensure:

- that the public voice of the local population is heard in all aspects of the CCG's business
- that opportunities are created and sustained for patient and public partnership-working across the CCG's activities

To operate as a formal committee of the CCG reporting regularly to the Governing Body.

To provide a forum for Ipswich and East Suffolk's communities to communicate directly with the CCG on matters of interest, concerns or desired developments.

To work as a partnership bringing together service users, clinicians, CCG staff, voluntary sector and Alliance partnership representatives to explore matters of mutual interest, concern or development.

To help bring about greater inclusion of members of minority and marginalised groups.

### **2. RELATIONSHIP WITH THE GOVERNING BODY AND CLINICAL EXECUTIVE**

Written reports from the CEP will be received at Governing Body meetings. At least two members of the Clinical Executive will be nominated to attend CEP meetings.

### **3. MEMBERSHIP**

The Community Engagement Partnership will comprise:

- Lay Member for Patient and Public Involvement.
- Elected co-chairs drawn from members of CEP not including paid employees of the CCG, Healthwatch Suffolk or Community Action Suffolk. Chair-ship will be rotated every three years to maintain continuity and succession planning.
- The Chief Operating Officer and the Director of Nursing and Clinical Quality or their representative.
- No more than 15 members, including the Co-Chairs.
- A member will be affiliated where possible with each of the CCG's locality areas.

- To reflect our strategic partnerships, a member of Healthwatch Suffolk, Community Action Suffolk and IHUG will be invited to attend meetings. Invitations may also be extended to representatives of other organisations forming part of the Ipswich and East Suffolk Alliance.

#### **4. QUORACY**

The following members must attend for the Committee to be quorate:

- One of the Co-Chairs
- A member of the Clinical Executive (GP, Chief Officer or their senior representative)
- A minimum of seven members in total

#### **5. LOCATION**

The CEP meetings are to be held within East Suffolk.

Meetings in public will be held at least quarterly. Planning and business meetings will take place every other month except August and December.

#### **6. TERMS OF OFFICE**

Members of the CEP serve for two years with the option to serve for a further two years. At the end of four years membership of CEP concludes. Tenure of each Co-Chair is for a three-year period, ideally with an overlap to ensure continuity.

#### **7. REPORTING ARRANGEMENTS**

Either a Co-Chair or the lay member with lead responsibility for patient, carer and public involvement will provide a report of its meeting to the CCG Governing Body.

The CEP will receive a verbal report from the Chief Operating Officer and a written Patient and Public Involvement report at its planning and business meetings.

#### **8. CONDUCT OF THE GROUP**

The Co-Chairs will manage the meeting agenda to make best use of the time available to ensure equal opportunity for contributions to be heard.

The Partnership will review its effectiveness including terms of reference on an annual basis. The Governing Body will be asked to approve any resulting changes to the terms of reference or membership.