PUBLIC REFERENCE AND ADVISORY BOARD TERMS OF REFERENCE

1 Authority

The CCG Governing Body hereby resolves to establish a board to be known as the Public Reference and Advisory Board (“the Board”) and to keep under review its Terms of Reference. The Board is authorised by the Governing Body to investigate any activity within its Terms of Reference which has delegated functions connected with the Governing Body’s main function. Except as outlined in these Terms of Reference, meetings of the Board shall be conducted in accordance with the provisions of Standing Orders, Reservation and Delegation of Powers and Standing Financial Instructions approved by the Governing Body and reviewed from time to time.

2 Purpose

The CCG is committed to putting the voice of the population and people we serve, our partners and stakeholders at the heart of decision-making and the evaluation of current and future services.

This involvement plays an important part in the building and shaping of health and care services in Trafford to ensure they meet the needs of the local population.

The Board has been established to advise the CCG on behalf of the population of Trafford and its representative groups in respect of service and commissioning decisions, policy and performance.

3 Membership

The Board will have varied representation and include people from all of Trafford’s communities and backgrounds.

The Board will be chaired by the CCG’s Lay Member for Patient and Public Participation. In addition to the Chair, the Board will have up to 13 members.

A Vice-Chair is to be appointed by majority vote (with the Chair having the casting vote) at the first Board meeting of the financial year.

Board members will be selected on the basis of their knowledge, skills and experience to enable the Board to carry out the responsibilities outlined in section seven of these Terms of Reference.

Any vacancies on the Board will be filled via a formal recruitment process that will ensure the Board retains the relevant and appropriate mixture of skills to carry out its responsibilities.

Board members will be appointed initially for three years, however the
Governing Body and PRAB Chair will regularly review this and make any changes as required.

Membership could include representation from the following areas:

- Trafford voluntary, community and social enterprise sector;
- Trafford PPGs;
- Healthwatch Trafford;
- Trafford local communities;
- Stakeholder and partner organisations.

Members of the Board will be required to represent the needs of patients and public as a whole neighbourhood, beyond communities and groups.

The current membership is as follows:

- George Devlin - Trafford Public West (Chair)
- Ann-Marie Jones - Age UK Trafford.
- Heather Fairfield - Healthwatch
- Nasrullah Khan Mogal - VBMET
- Patricia Scapaticci - Trafford Public South
- Susan George - Trafford Public Central
- Ann Day - Trafford Public North
- KK Yau - Trafford Public South.

4 Quorum

A meeting will achieve a quorum if at least one of either the Chair or Vice-Chair and four other members are present.

Each member of the Board shall have one vote. The Board shall reach decisions by a simple majority of members present, but with the Chair having a second and deciding vote, if necessary. However, the aim of the Board will be to achieve consensus decision-making wherever possible.

5 Attendance

Members of the Board should normally attend all meetings of the Board. Should a member not be able to attend a meeting of the Board, apologies in advance must be provided to the Chair and the Governance Team, and the name and status of any representative attending in their place (where appropriate) must be agreed with the Chair and communicated to the Governance Team (the Chair may use their discretion where exceptional circumstances mean a member is unable to provide advance notice of their absence). Any person in attendance for a Board member whose attendance has not been agreed with the Chair may not count towards the quorum.
6 Frequency and Notice

Meetings shall be held monthly. However, the Chair may arrange extraordinary meetings at his/her discretion. A schedule of pre-arranged meetings will be distributed to all members on an annual basis.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Board and other persons required to attend no later than five working days before the date of the meeting. Supporting papers shall be sent to Board members and other attendees as appropriate, at the same time.

7 Responsibilities

It is the responsibility of the Board to advise the CCG of the views of the Trafford public and its representative groups on the following areas:

Policy

The Board will review existing and proposed policies within an appropriate framework and timescale to advise on whether they meet the requirements of the Trafford population. These reviews will combine planned and reactive activity.

Reform and Redesign

The Board will review and comment on clinical redesign plans and pathways.

Commissioning

The Board will advise on commissioning intentions, business case development, and neighbourhood based commissioning strategies and proposals designed to meet the requirements of the Trafford population.

Public Engagement

The Board will provide advice to the CCG on their proposals regarding the most appropriate way to communicate and engage with individuals, families and communities in Trafford.

Culture and Values

The Board will act as key contributor to the development of the CCG’s desired culture and values.

The Board will contribute towards the completion of the annual EDS assessment process.
8 **Reporting**

The minutes of Board meetings shall be formally recorded and the Chair of the Board shall formally report material issues arising from meetings of the Board to the Governing Body, as appropriate.

9 **Monitoring Compliance**

The Board shall submit an annual report to the Governing Body, incorporating progress, performance, reporting arrangements, frequency of meetings and membership attendance.

The Board will develop a work plan with specific objectives which will be reviewed regularly and formally on an annual basis. The Board will also review its performance against the “effective committee” checklist on an annual basis.

The work plan will be designed to support the CCG achieve its medium and long term strategies and annual aims and objectives. Measures of success will be discussed and agreed with the Governing Body to evaluate its effectiveness and success in carrying out the responsibilities outlined in section seven of these Terms of Reference.

10 **Reviewing Terms of Reference**

The Terms of Reference of the Board (including membership) shall be reviewed by the Governing Body at least annually.