

NHS North Kirklees Clinical Commissioning Group Patient Reference Group Network Terms of Reference

1. The purpose of the network

- Support the development and maintenance of positive and productive relationships between, patients, practice reference groups (PRGs) and the CCG
- Encourage a two-way sharing of information between patients, practice reference groups and the CCG
- Provide members of the Network with information on commissioning decisions
- Offer opportunities to engage in discussions about service change and to help inform the setting of commissioning priorities and the decision-making process
- Offer members a mechanism to raise commissioning matters which affect patients in their practice or more widely across an area
- Provide support and assistance to existing patient reference groups where appropriate
- Offer support and encouragement to practices wishing to set up their own patient reference group
- Individual practice specific issues or complaints will not be addressed by this network

2. Attendees and core membership

- Each PRG will be able to send one representative and nominate a deputy to cover any meetings as necessary. To be a member of the PRG Network, members need to be nominated by their practice to act as a representative of their PRG.
- Practices may send a deputy along with the representative where they feel this would be beneficial
- CCG Engagement Lead
- The Chair should be the Governing Body Lay Member with responsibility for patient involvement and participation. The Vice-Chair should be a member of the CCG Governing Body with practice experience
- Members of CCG staff and visitors from provider and other appropriate organisations will be invited to attend/present as appropriate

3. Meetings

The network will meet on a quarterly basis. Dates and times of meetings will be agreed at the beginning of each cycle to ensure that PRGs have sufficient advance notice. Every effort will be

made to hold the meetings in accessible venues. The network will periodically review the dates and times of meetings to ensure maximum attendance.

Members will be invited to take part in agenda setting by suggesting items for discussion at future meetings. The agenda for each meeting will be sent out at least 10 days in advance. Members will be able to review minutes of each meeting.

The group will be kept informed of engagement opportunities via email/post in between meetings.

4. Roles and responsibilities

- Members will remain PRG representatives and not act on behalf of the CCG
- Members will share information provided at meetings with their PRGs
- The PRG Network is not a forum to raise individual practice or personal issues
- Network members will act as link between their PRG and the CCG by sharing views and ideas generated at practice level
- The CCG will share useful information with members to inform their development and support effective participation in the development of local health services
- Feedback from the network is shared directly with the CCG through the Chair, and formally via quarterly and annual reports to the CCG's senior management team. Where members are asked to give views as part of the CCG's involvement activities, this will be captured within the appropriate engagement report and published on the CCG website. Work of the Network is to directly feed to the CCG
- The CCG will circulate draft notes of each meeting within four weeks
- The CCG will send information before each meeting, making sure this is accessible
- The CCG will continue to promote the network and encourage attendance from all PRGs