

ENCLOSURE: A

AGENDA ITEM: Approving the terms of reference

Engagement Assurance Committee

DATE: 21 January 2021

Title	Terms of reference – for approval	
This paper is for decision		
Executive Summary	<p>The terms of reference for the Engagement Assurance Committee were developed through a task and finish process with local people. The task and finish group included people from across south east London who inputted to their development and the development of the role outline for the public member roles.</p> <p>The terms of reference outline the main roles, responsibilities and ways of working of the committee. The purpose of the committee is set out in section 2 of the terms of reference and the roles and responsibilities are outlined in section 3. The role of the committee is to provide advice and constructive challenge, monitor, provide assurance and make recommendations on the CCG's engagement and consultation activity in line with best practice and the CCG's statutory responsibilities.</p>	
Recommended action for the Committee	The committee is asked to recommend the terms of reference for approval. The terms of reference will then be presented to the Governing Body meeting on 21 January 2012 for approval.	
Potential Conflicts of Interest	None	
Impacts of this proposal	Key risks & mitigations	The key risk is that if the terms of reference are not recommended for approval, the Engagement Assurance Committee is not constituted and will not be able to take decisions.
	Equality impact	<p>The terms of reference outline its role in relation to the Equality Act 2010 and the importance of engaging with those who are seldom heard, experience health inequalities and people with protected characteristics in paragraph 2.3.</p> <p>Paragraph 3.3. outlines that the committee will work closely with the Equality Committee especially in relation to equality analyses which inform engagement work.</p>
	Financial impact	N/A

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Wider support for this proposal	Public Engagement	Members of the public were the majority participants in the task and finish group developing the terms of reference for the committee and have provided a great deal of input into the development of the terms of reference and the role outline for the public members.
	Other Committee Discussion/Internal Engagement	The work of the task and finish groups were discussed at the lay members forum in July and at the Governing Body seminar in August and as part of the Governing Body seminar in December. An update paper on the Engagement Assurance Committee was provided to the CCG's executive in early December.
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