

ENCLOSURE: D

## Engagement Assurance Committee

DATE: Monday 19 July 6 – 8pm

<b>Title</b>	<b>Review of EAC terms of reference</b>	
This paper is for <b>decision</b>		
Executive Summary	<p>The terms of reference for the Engagement Assurance Committee outline the main roles, responsibilities and ways of working of the committee. They were recommended by the Committee at its first meeting in January 2021 for approval by the Governing Body. They were approved by the Governing Body at its May meeting which was the first formal meeting in 2021 due to governance being suspended in quarter 4 as part of pandemic response.</p> <p>Proposed amendments are highlighted in yellow and include:</p> <ul style="list-style-type: none"> <li>Proposed changes to the terms of office for public members so all members' terms of office last until March 2022 which will be the last meeting of the committee due to CCGs no longer existing from 31 March 2022 (section 5.2)</li> <li>The insertion of the governance team in sections 10.2 and 10.3 to reflect their support with the running of the committee.</li> </ul>	
Recommended action for the Committee	The committee is asked to recommend the proposed changes to the terms of reference for approval. The amendments to the terms of reference will then be presented to the Governing Body at its next meeting on 16 September 2012 for approval.	
Potential Conflicts of Interest	None	
Impacts of this proposal	Key risks & mitigations	If the amendments to the public members' terms of office are not agreed, the CCG risks some members' terms of office coming to an end in January 2022 and it would be difficult to recruit new members for one additional meeting, this risking that the final meeting would not be quorate.
	Equality impact	<p>The proposed changes have no equality impact. However, it is worth noting the diversity of the current public membership of the committee.</p> <p>Furthermore, 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,</p>

		<p>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
Which corporate objective does this item link with? (please mark the relevant line with an x in the right hand box)	1: To ensure we commission services which meet the health and wellbeing needs of the population and reduce health inequalities	
	2: To work in partnership to maintain and improve the quality of our commissioned services, and ensure all safeguarding protections are in place	
	3: To enhance collaborative working with other health and care organisations to develop and deliver an effective ICS – able to deliver national, ICS and local objectives - with our population at the centre	
	4: Strengthen our partnership working and develop a culture which embraces lessons learned and surfaces and embeds best practice	
	5: To secure the active participation and visibility of patients and local people, including from diverse and seldom heard groups, in the planning and design of local services	X
	6: To ensure that clinical leadership is embedded in our ways of working and our change programmes including the involvement of member practices and system partners	
	7: Develop an organisation and workforce capable of delivering the CCG's objectives and ensure members of the organisation feel valued and enjoy coming to work.	
	8: Ensure that the CCG meets its commitments with regards financial and performance improvement, maintains effective governance within the organisation and across partnerships, and optimises progress against the delivery of NHS constitutional standards	
Wider support for this proposal	Public Engagement	The terms of reference were originally developed in a task and finish group made up of members of the public. They were then recommended for approval by the first meeting of the committee, the majority membership of which is members of the public.
	Other Committee Discussion/ Internal Engagement	Communications and engagement team.
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