

## Terms of Reference: Equality and Engagement Communications Strategy Group

These terms of reference set out the purpose and scope of the Equality and Engagement Group, its governance and membership arrangements.

### 1.0 Purpose

#### 1.1 Purpose

- The purpose for the Equality and Engagement Group is to ensure effective external involvement and engagement strategies are developed and delivered so that the public and key stakeholders are informed, engaged and involved in the decision making of the Clinical Commissioning Group.
- To establish, maintain and continuously improve Morecambe Bay CCG's adherence to its statutory responsibilities under Section 242 of the NHS Act 2006 and section 14Z2 of the Health & Social Care Act 2012. The Duty to Involve and the Equality Act 2010, section 149 showing due regard to the Public Sector Equality Duty.
- To ensure the Governing Body is informed and assured regarding statutory duties.

#### 1.2 Objectives

The Equality and Engagement Strategy Group has been established to support the following objectives:

- To recognise that communication and engagement drives transparency, accountability, reputation and leads to better services and outcomes.
- To support implementation for Morecambe Bay CCG to fulfil its duty to make arrangements to involve and consult patients and the public (defined in Section 242 as Users) in service planning and operation, and in the development of proposals for change. Ensure this takes place:
  - When major change is proposed, and in ongoing service planning.
  - In the consideration and the development of proposals.
  - In decisions about general service delivery, not just major changes.
- To support implementation of a robust communication and engagement strategy for the CCG which will ensure stakeholders, patients and the public are systematically engaged in service planning, prioritisation and monitoring.

- To ensure effective mechanisms are in place to capture the voice of practice populations.
- Support the CCG to share information and act as a key conduit with their members, staff, other stakeholders and the public.
- To ensure the CCG listens constructively to feedback received from patients, staff, members of the public, and that any action taken as a consequence is clearly communicated. This will include acting on learning from complaints and CCG communication activity.
- To support the implementation of statutory responsibilities relating to equality and inclusion and ensure these are maintained and that the CCG is involving and engaging with local people in line with the Equality Act 2010 section 149.

## **2.0 Core Membership**

- Morecambe Bay CCG Clinical Chair
- Governing Body Lay Member with responsibility for Engagement and Equality and Inclusion
- Senior Manager for Corporate Services
- CSU Equality and Inclusion
- Patient representation
- Healthwatch Lancashire and Cumbria

The meeting will also be open via invite to representatives from partners working across Bay Health and Care Partners (Morecambe Bay ICP).

## **3.0 Quorum**

A quorum shall consist of no less than three of the core membership.

## **4.0 Frequency of Meetings**

Meetings will be held every six to eight weeks.

## **5.0 Governance**

The minutes of the group will be shared with the CCG Governing Body and an annual report will be provided to the CCG Governing Body.