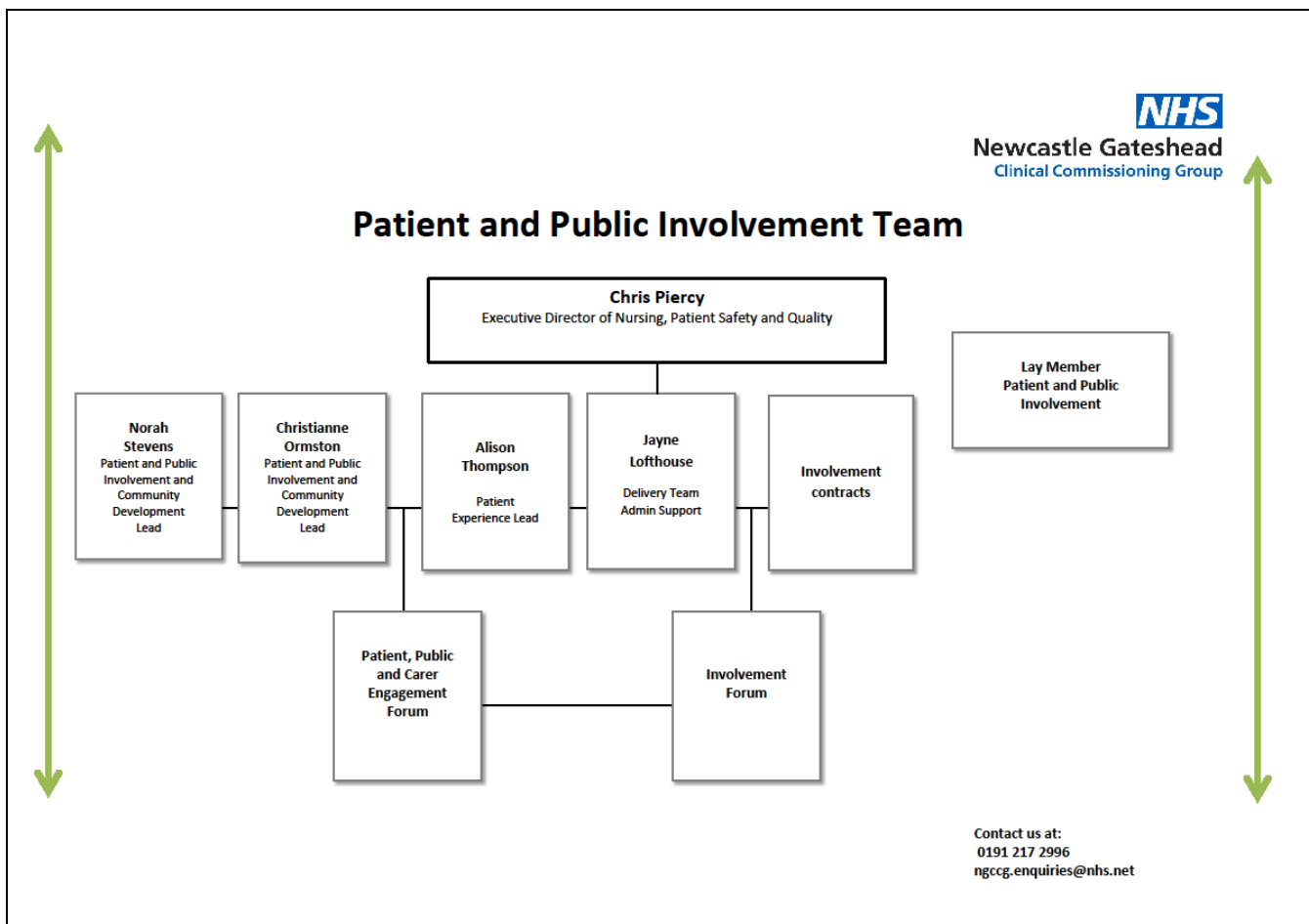


Patient, Public and Carer Engagement Forum (PPCEF)

“Working together to improve the health of Newcastle and Gateshead”

The Patient, Public and Carer Engagement Forum working together to ensure that the involvement and engagement of patients, public and carers, including seldom heard groups, is embedded in the business of Newcastle Gateshead Clinical Commissioning Group.



Terms of Reference

Purpose

1. The Patient, Public and Carer Engagement Forum will aim to:

- Act as a communication channel between patients, public and carers and Newcastle Gateshead Clinical Commissioning Group.
- Work positively across Newcastle and Gateshead within an agreed working together agreement.
- Ensure the issues/themes identified by patients, public and carers are brought to the attention of the Involvement Forum and Newcastle Gateshead Clinical Commissioning Group.
- Support and encourage the participation and engagement of patients, public and carers in the planning, design and improvement of services provided by Newcastle Gateshead Clinical Commissioning Group.

2. The Patient, Public and Carer Engagement Forum will achieve this by:

- Regularly attending the Patient Public Carer Engagement Forum.
- Acting as a consultation group for new initiatives and/or services.
- Representing the Patient Public Carer Engagement Forum in task and finish groups.
- Representing the Patient Public Carer Engagement Forum in targeted engagement.
- Participating in commissioner visits to ensure that the quality of services Newcastle Gateshead Clinical Commissioning Group commission remain high, are being delivered in a safe way and that patients have a positive experience of care.
- Share with the forum health themes that are important to patients, users, carers and the public.
- Identify health themes for the meeting's agenda and topics for round table discussions.
- Encourage other patients, users, carers and the public to attend the forum.
- Accurately communicate the work of the forum with the public, patients and carers.
- Work with Newcastle Gateshead Clinical Commissioning Group to develop effective communication and feedback methods for patients, users, carers and the public.
- Elect a member of the Patient Public Carer Engagement Forum to act as a co-chair for the meeting.

3. Newcastle Gateshead Clinical Commissioning Group will demonstrate their commitment to the Patient, Public and Carer Engagement Forum through:

- Providing strategic leadership and support. A director/strategic lead will be in attendance at each meeting.
- Providing a Newcastle Gateshead Clinical Commissioning Group update at each meeting.
- Administering the group.

- Providing a range of opportunities for the Patient Public Carer Engagement Forum to actively be involved in quality and improvement.
- Responding to items raised by the Patient Public Carer Engagement Forum issues/action log.
- Sharing the outcomes of the Patient Public Carer Engagement Forum with the Executive Committee, Governing Body and Clinical leads.
- Ensuring Patient Public Carer Engagement Forum information will be made available on the Newcastle Gateshead Clinical Commissioning Group website.
- Providing evidence of how service user experience, involvement and engagement has been used in the commissioning process.

4. Meetings

The Forum will meet bi monthly. (Bi monthly means alternative months)

5. Chair

The chair will be Patient and Public Lay Member and Co-Chair will be an elected member of Patient Public Carer Engagement Forum.

6. Membership

The Patient, Public and Carer Engagement Forum will be open to any individual in Newcastle and Gateshead. As well as individuals participants will be especially encouraged from, GP patient participation groups, organisations representing service users, carers, seldom heard groups, migrant and refugee communities.