



Our Dorset

Public Engagement Group

Terms of Reference

February 2020

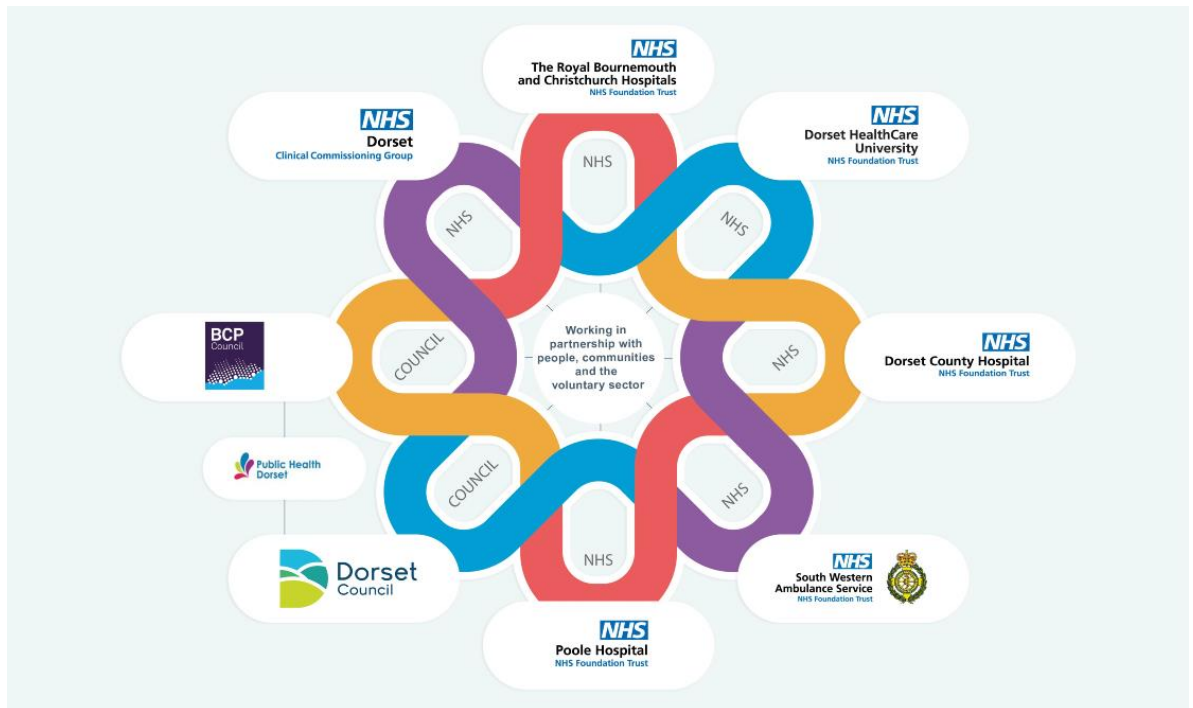
**Our
Dorset**

Your Local NHS and Councils Working Together

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1. BACKGROUND

- 1.1 In 2018, Dorset was officially recognised as one of England’s first wave of Integrated Care Systems (ICS) in which all partners (including primary care, hospitals, community care, local authorities and the community and voluntary sector) agreed to work together to address our health, wellbeing, quality and financial challenges.



- 1.2 The plan is to build services around the needs of children, young people, adults, families and communities. People will be supported to manage their own health and everyone will have a high standard of care. This care will be delivered in the right place, at the right time and from the right team.
- 1.3 Outcomes can be improved through population health management, personalised care, tackling inequalities, improving quality of services and working in partnership with people, communities and the voluntary sector.
- 1.4 Meaningful and timely engagement and communications plays a vital role in underpinning service delivery and improvement. It is also evidence based to improve understanding, support, outcomes and experience.
- 1.5 Our Dorset approach is to work in partnership with people, communities and the voluntary sector, as well as with staff and partner organisations.
- 1.6 In 2020 new National Guidance will supersede existing statutory participation guidance [for CCGs](#) and [for trusts and foundation trusts](#).

- 1.7 The new guidance will focus on the power and potential of partnership approaches and coproduction, making clear that effective public involvement supports better decision-making and better outcomes for organisations, individuals and communities.
- 1.8 The guidance will have a strong focus on building positive relationships and trust with communities, including through early engagement, ongoing dialogue and transparency. It will describe how coproduction can be done collaboratively in a local area and support systems to achieve the 'thriving ICS' stage of the [system maturity matrix](#).
- 1.9 Our Dorset ICS Senior Leadership Team (SLT) which is made up of senior members of each partner organisation, NHS England & NHS Improvement and Wessex Local Medical Committee, wish to ensure the highest standards of public engagement (also called participation or involvement), in planning the delivery of health and care services for Dorset (including Bournemouth and Poole).
- 1.10 Each partner organisation has independent engagement arrangements. Representatives from each of these organisations sit on the pan-Dorset Engagement Leads Network. This group facilitate system-wide networking and collaborative working, sharing of good practice and the opportunity to minimise duplication.
- 1.11 In 2017 the Our Dorset Engagement Leads developed an Our Dorset Public Engagement Group (PEG), endorsed by the System Leadership Team (SLT), as one component of system-wide working.

2. PURPOSE

- 2.1 It is important to clarify that it is not the role of the Our Dorset PEG to carry out the extensive public engagement, consultation and communication work required by each partner organisation.
- 2.2 The ICS Public Engagement Group (PEG) will:
 - provide advice, guidance and challenge to inform public engagement across the ICS.
 - review and critique public engagement plans from ICS partner organisations to help ensure that they are appropriate, meaningful and timely
 - give constructive support and feedback to assist with the development of core materials required to successfully communicate and engage with local people across ICS programmes
 - reflect wider community views through their knowledge and experience
 - attend and contribute to other ICS public engagement meetings, such as informed audience health and wellbeing events, as part of ensuring effective engagement and communications across the ICS

- provide a pool of people who may be called upon to attend, contribute to and feedback from ICS programme meetings
- provide regular feedback and progress reports to the ICS SLT, through the governance arrangements of each STP partner organisation and other relevant groups.

3. MEMBERSHIP

- 3.1 Members will have a rich and diverse range of lived experience and will reflect Dorset's geography, demography and diversity.
- 3.2 Members will either live in Dorset or receive their health and social care from in Dorset.
- 3.3 There will be about 20-25 members of the PEG at any one time.
- 3.4 Membership will be reviewed every 2 or 3 years to ensure continuity of experience and knowledge.
- 3.5 Members will be recruited through an agreed process led by the ICS partner organisations.
- 3.6 Members will be asked to adhere to a code of conduct (see Appendix 1).
- 3.7 All members will be supported by ICS partner organisations to help them fulfil their role.
- 3.8 The PEG Chair will be reviewed every 3 years and will be appointed in consultation with PEG members.

4. REMUNERATION/EXPENSES

- 4.1 Group members' out of pocket expenses (including travel expenses and where agreed, reasonable carers' expenses) will be reimbursed in line with national NHS England & NHS improvement guidance (as determined by each ICS partner organisation).
- 4.2 The PEG Chair will receive remuneration in line with national guidance and local NHS Dorset CCG arrangements for lay representatives (as agreed by ICS partner organisations). Details are provided within the Chairs role profile.

5. MEETINGS

- 5.1 Meetings will be held on a bi-monthly basis.
- 5.2 Extraordinary meetings may be called in line with business need.

5.3 Members will receive agendas and related papers ~~a week~~ in advance of each meeting.

5.4 Consideration to accessibility of locations, times and format of meetings to suit the evolving membership of the PEG will be given.

6. GOVERNANCE

6.1 The Our Dorset PEG has been established as part of Our Dorset ICS public engagement arrangements.

6.2 Bi-monthly progress briefings will be submitted to the Our Dorset SLT as part of an Our Dorset Engagement and Communications progress report.

6.3 The ICS partner organisations will ensure that the Our Dorset PEG receives all appropriate information and support to enable them to carry out the roles described within these Terms of Reference.

6.4 The ICS partner organisations will ensure that feedback provided by the Our Dorset PEG is shared appropriately and responded to in a meaningful and timely fashion.

APPENDIX 1

Our Dorset Public Engagement Group (PEG)

CODE OF CONDUCT

Members of the Our Dorset PEG shall observe this code of conduct for membership of the Group and at all meetings attended as a representative of the Group.

Our Dorset PEG members will:

- be a current resident of Dorset or use Dorset health and care services
 - be committed to working collaboratively within the group
 - be committed to attend appropriate training to support them in their role when available
 - respect and tolerate the opinions of others, and listen and respond sensitively, giving all individuals an opportunity to contribute
 - contribute in their own right while not pursuing a personal agenda and may represent the wider community or groups
 - be prepared to voice opinions and to contribute to group debates in an objective and balanced way
 - work in a mutually supportive way and treat any personal information shared as confidential
 - not disclose or discuss any confidential personal information outside of the Our Dorset PEG meetings and adhere to any embargo arrangements
 - strive to work in co-operation with health and social care professionals and organisations and not discuss inappropriately the information provided by them
 - provide written and/or verbal feedback as appropriate on meetings/events attended as representative of the group
 - support the development and improvement of health and social care services in Dorset
 - acknowledge that their contribution is part of a rich mix of experience that collectively creates a varied picture of local services.
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As a member of the Our Dorset PEG I have read and understood the above information and will faithfully discharge these Terms of Reference.

Name:.....(Please print)

Signature:.....

Date:.....