

**PEOPLE PARTICIPATION COMMITTEE
TERMS OF REFERENCE
(June 2018)**

Introduction

The East London NHS Foundation Trust puts service users and carers at the centre of everything that we do. The People Participation Committee demonstrates the Trust's commitment to public involvement by bringing Council of Governors, People Participation and members of the Trust's executive team together with service user and carers from the Working Together Groups (WTG).

At the People Participation Committee meetings, People Participation, Volunteering and Peer Support are discussed at a more strategic level. We want service users and carers to be involved in holding us to account because we believe that service users and carers have become experts about services through using them. Issues that could not be resolved by the Working Together Group are brought to the attention of the Executive Team and updates given on the many and varied different ways that the public are being involved in the Trust.

1. CONSTITUTION

- 1.1 The Board hereby resolves to establish a Committee of the Board to be known as the People Participation Committee (The Committee), which is directly accountable to the Board.
- 1.2 All procedural matters in respect of conduct of meetings shall follow the Trust's Standing Orders.

2. MEMBERSHIP

- 2.1 The member of the Committee shall be as follows:
 - Trust Chair (Chair of the Committee)
 - Non-Executive Director
 - Associate Director of Corporate Governance
 - Governors (2)
 - Deputy Chief Executive/Chief Operations Officer
 - Chief Nurse
 - Head of People Participation
 - Corporate Governance Manager
 - Working Together Group representatives (6 to be elected at the Trust-wide Working Together Group)

2.2 A quorum shall be 7 members of whom at least 4 must be non-staff members, and Trust Chair or nominated deputy.

3. ATTENDANCE AT MEETINGS

3.1 The name and role of those attending the meetings will be recorded.

3.2 Additional staff or other representatives will be invited to attend as appropriate.

3.2 The Committee Secretary shall be the Trust Secretary or their nominated representative.

4. FREQUENCY OF MEETINGS

4.1 Meetings shall be held not less than four times a year.

5. AUTHORITY

5.1 The Committee is authorised by the Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any requests made by the Committee.

6. DUTIES

The duties of the Committee can be categorised as follows:

6.1 Reviewing the quality of services provided by the Trust.

a) The People Participation Committee will work with the Working Together Groups. The local Working Together Groups and the Trust-wide Working Together Group will decide at their respective meetings what issues or ideas to raise at the People Participation Committee.

b) The People Participation Committee will review the results of the all patient and carer feedback.

c) The People Participation Committee can review other audits and research if they pertain to the quality of service that the Trust is providing to service users.

Approving and reviewing the implementation of action plans put in place to improve the Trust's services. Action plans can be developed through the Committee and the Committee can also approve action plans that are developed by the Working Together Groups.

6.2 The People Participation Committee will be involved in reviewing the People Participation Strategy and Carers Strategy. It will also monitor the implementation of the People Participation Strategy.

7. REPORTING

- 7.1 The minutes of the Committee meetings shall be formally recorded and submitted to the following Board meeting.
- 7.2 The Chair of the Committee shall draw to the attention of the Board any issues that require disclosure to the full Board, or require executive action.
- 7.3 The Committee shall also report to the Council of Governors identifying any matters in respect of which it considers that action or improvement is needed and making recommendations as to the steps to be taken.
- 7.4 The minutes of the Committee meetings shall be formally recorded and submitted to the following Trust-wide Working Together Group.
- 7.5 The Committee will report to the Board annually on its work, in advance of the Board meeting to agree the Annual Report and Accounts.
- 7.6 Annually the Committee will highlight the progress that has been made within services. The Committee also has a responsibility to identify those issues that have been more difficult to improve.

8. COMMITTEE SECRETARY

The Trust Secretary and Head of People Participation Lead will:

- Agree the agenda with the Trust Chair
- Will ensure that all papers are distributed in good time
- Will ensure that all the minutes are taken and action points are recorded
- Taking the minutes and keeping a record of matters arising and issues to be carried forward
- Advising the Committee on pertinent areas
- Under the direction of the Chair, drafting the Committee's annual report

Approved by the People Participation Committee:

Approved by the Trust Board:

Next Review Date: June 2019