

**PUBLIC ASSURANCE FORUM
TERMS OF REFERENCE**

Constitution

The aim of the Public Assurance Forum is to bring a public and community perspective to, and scrutiny of processes, decision making and wider work at The Shrewsbury and Telford Hospital NHS Trust. The Public Assurance Forum is an advisory group who are there to ensure that decisions about services and the delivery of care are developed in partnership with our local communities. The Forum will provide constructive challenge and scrutiny of decisions from a patient and public perspective

Membership

The membership of the Public Assurance Forum will be:

Core Members	Deputies
<ul style="list-style-type: none"> • Chair – Non-Executive Director David Brown • Deputy Chair – Director of Public Participation Julia Clarke • Head of Public Participation Hannah Roy • Community Engagement Facilitator Kate Ballinger • Head of Patient Experience Ruth Smith • Divisional Directors or nominated deputy from the four clinical divisions: <ul style="list-style-type: none"> - Clinical Support Services Anna Martin - Medicine and Emergency Care Laura Graham - Surgery, Anaesthetics & Cancer Lisa Challinor - Women & Children Carol McInnes • Deputy Director of Education & Improvement James Owen • Healthwatch Shropshire Vanessa Barrett / Lynn Cawley • Healthwatch T&W David Bell • Community Health Council (CHC) Andrea Blayney • Shropshire Patient Group Graham Shepherd 	<ul style="list-style-type: none"> Head of Public Participation Hannah Roy Community Engagement Facilitator Kate Ballinger Patient Experience Julia Palmer Medicine & Emergency Care Trevor Hubbard Surgery, Anaesthetics & Cancer Andrena Weston Healthwatch Shropshire Vanessa Barrett / Lynn Cawley Healthwatch T&W Fiona Doran Shropshire Patient Group Gillian Sower

<ul style="list-style-type: none"> • Telford Chief Officers Group (COG) Terry Gee • Patient First, Telford Patrick Spreadbury/Lynn Pickavance • Maternity Voices Partnership Louise Macleod • Shropshire Voluntary and Community Sector Assembly (VCSA) Linda Cox • Powys Association of Voluntary Organisations (PAVO) - Clair Swales • Health and Wellbeing Board - Kelly Middleton/Andy Burford • Montgomery Health Forum Councillor Joy Jones <p>Members from other nominated groups (following feedback from stakeholders) can be invited to attend to represent the different communities and areas covering Shropshire, T&W and Powys'</p>	<p>Patient First, Telford Patrick Spreadbury/Lynn Pickavance</p> <p>Health and Wellbeing Board - Kelly Middleton/Andy Burford</p>
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<ul style="list-style-type: none"> • The appointment of each member of the public/patient groups will be for two/three years. Each organisation will choose which individual will represent their group at the Public Assurance Forum. There will be an opportunity for reappointment and the organisation may choose to nominate a specific role (e.g. Chief Officer so timescales will not apply) • All representatives are expected to attend forum meetings regularly and give feedback, gather views and information. Each organisation should also nominate a Deputy in the event of unavailability of the main representative. • A formal review will be undertaken after one year to evaluate the effectiveness of the Forum and its processes. • To ensure the autonomy of the Forum, members of the following organisations are not able to become a member, however there may be occasions in which they are invited to attend the Public Assurance Forum regarding a specific issue: <ul style="list-style-type: none"> • Public members of Health Scrutiny committees or the Joint Health Overview and Scrutiny committee (and equivalent in Powys) • Political or campaign groups • NHS organisations such as CCG's, other NHS Trusts • Local Authority officers • Individual Public members, who are not representing a group or organisation <p>Others may attend for specific agenda items as required</p> <p>The Committee will be chaired by a nominated Non-Executive Director of the Trust. In the absence of the nominated Chair, the meeting will be chaired by the Deputy Chair. If there are no Chairs available to attend the meeting then it will be rearranged.</p>

Responsibilities of Members

Stakeholders will nominate the individual that should attend to represent their organisation at the Public Assurance Forum (plus on deputy in the event of unavailability). Public Assurance members must be:

- An active member of the organisation they represent
- Be able to provide feedback from the Forum to their organisation/community group and vice versa provide the views of their group to the forum
- Be committed to work collaboratively with the Trust
- Be prepared to voice their view as a lay representative and contribute to debate within the forum
- Be mindful of the need for confidentiality in relation to some agenda items that may come to the attention of the Forum

Questions from the public to be directed to the relevant public organisations. The Trust will promote and direct members of the public to the relevant organisations, with Healthwatch/CHC as the over-arching non-membership organisations that members of the public will be signposted too.

Attendance

Members may appoint suitable deputies to represent them. Deputies must attend when required. It is expected that the organisation will attend for a minimum of 75% of meetings in a year. Attendance will be monitored by an attendance matrix.

Quorum

- A minimum of three members from The Shrewsbury and Telford Hospital NHS Trust and three public representatives.

Frequency of meetings

- The Forum will take place quarterly (or more often if necessary at the discretion of the Chair)
- Meeting dates will be agreed on an annual basis and will not be changed without the permission of the chair.
- Agendas, minutes and papers for the meeting will be distributed no less than seven days before the meeting. Any exceptions to this will require written notification to the chair, and subsequent agreement on distribution arrangements.

Authority

- The Public Assurance Forum is an advisory body and does not have decision making powers
- It formally reports to Trust Board quarterly through the Public Assurance Forum Chair as part of the Public Participation quarterly update
- Members should raise issues of concerns through the Forum in the first instance. The Forum may then decide to refer the issue back to the divisions or department for further consideration. The Chair, deputy Chair and the Public Participation Team are available to provide support to the Forum.
- It is important that Divisions and departments engage with the Public Assurance Forum at an early stage to ensure early and meaningful engagement and to avoid unnecessary delays

- The Public Assurance Forum have the authority not to assure a document and refer it back to the Division/department with further queries, comments or guidance.

Duties

- To support SaTH to develop ways of engaging and involving the public and local communities
- To agree members who will be involved in key pieces of work to ensure that the public/community voices have been heard in decision made across SaTH.
- To provide a mechanism for public assurance around decision making processes across the organisation
- To review and support the development of public engagement plans in relation to service changes and developments (Section 242)
- To support the Divisions in developing an ongoing dialogue and engagement plan with its patients, public and local communities.
- The Forum should provide advice and assurance on Division's plans to engage and involve the public and the local communities on their planning and delivery of their services.
- To provide assurance to SaTH that the voices of patients, public and carers are heard and taken into account in relation to service development, changes, strategies and other key documents
- Enable our Seldom Heard Communities to be listened to and involved with the Forum and for their views to be taken into account.
- To use the expertise of the group members to support making informed decisions and recommendations on engaging our communities in relation to service developments and changes within the Trust
- To provide assurance that Equality Impact Assessments are integrated and take into consideration the impact upon patients, carers and our local communities

Reporting

The Committee will routinely receive the following reports:

- Action Plan for the Public Participation Plan
- Public Participation Quarterly Trust Board Update

Administrative arrangements

The Secretarial support will be provided by the Public Participation Team who has responsibility for:

- Keeping a record of matters arising and issues to be carried forward.
- Producing an action list following each meeting and ensuring any outstanding action is carried forward on the action list until complete.
- Producing a schedule of meetings to be agreed for each calendar year and making the necessary arrangements for confirming these are dates and booking appropriate rooms

and facilities.

- Producing appropriate support to the Chair and Committee members.
- Providing notice of each meeting and requesting agenda items no later than 7 working days before a meeting.
- Agreeing the agenda with the Chair prior to sending the agenda and papers to members no later than 5 working days before the meeting (urgent business should be agreed with the Chair, prior to the meeting, and the secretary should be notified).

Review

Terms of Reference will be reviewed annually.

Approved: July 2022

To be reviewed: July 2023