

Name of group: People's Voice group

Title: Terms of reference March 2015

Purpose / role of the group:

The group was established in July 2014 to support the delivery of Outcome 4 of the Leeds Health and Wellbeing Board (HWBB): people will be involved in decisions made about them. Through our work we expect to develop a joint strategy and plan leading to stronger engagement across the city. The aim is to increase the pace of change for joint working and shared feedback between the partners and to minimise duplication and repetition. The group will review and report its achievements and progress at least annually.

The group is co-ordinated by Healthwatch Leeds, with a membership of the engagement and/or involvement leads from all the statutory commissioners and providers of health and care and a representative of the "Five Forums" network. The group shares plans for engagement, findings and good practice; considers new national or regional policy or research and works to maximise shared engagement and participation in Leeds.

Membership:

Staff and NHS Board leads who have patient and public engagement as a part of their role in the statutory sector commissioning and provider organisations in Leeds, a HWL academic partner, a voluntary sector representative and staff from Healthwatch Leeds. Additional members can be identified and co-opted with the as advised by the HWBB based on the group's agreement. A list of organisations and members is attached as Appendix one.

Accountability:

The main purpose of the group is to share findings, learning and good practice as well as raise awareness of opportunities for participation and influencing that can be cascaded through the networks accessed by the different members. Any key issues or significant learning can be raised at the HWBB through HWL membership.

Review:

Membership will be reviewed annually as a part of reviewing the terms of reference.

Working methods / ways of working:

All members will be given the opportunity to request agenda items and to contribute to learning, as well as to provide updates on their work and plans. The group meets every two months, summary notes rather than formal minutes will be produced and agreed by the group in their next meeting.

The group is chaired by Healthwatch Leeds who also provide the co-ordination and note taking. All members are invited to provide venues for the meeting. Speakers

on specific topics and issues can be invited as agreed by the group and some meetings may be held as workshops. The details of the work and plans shared in the group is confidential and will not be shared outside the group without an agreement from the individual and where appropriate organisation owning the work.

Key messages to raise awareness of opportunities for joint work and participation more widely within the city will be agreed and shared after each meeting of the group.