

West, North and East Cumbria Health Community

Public Consultation Process Stakeholder Advisory Group (PCPSAG)

Terms of Reference

Preamble

Work being undertaken by the West, North and East Cumbria Success Regime in conjunction with the Cumbria Clinical Commissioning Group (CCCG), clinicians, patients, stakeholders, other local NHS organisations and other public sector organisations will culminate in formal public consultation later in 2016.

The CCCG in conjunction with the West, North and East Cumbria Success Regime Programme Board (SRPB) has established a Public Consultation Process Stakeholder Advisory Group (PCPSAG) to support CCCG and SRPB on matters related to the way in which the public consultation programme should be conducted.

Objectives

The PCPSAG will offer advice, views, suggestions or opinions on:

1. Which formal guidelines any public consultation should follow.
2. The plan of consultation activities to be undertaken including, for example, locations of public meetings.
3. The language, tone and style of public consultation materials including, for example, consultation documents and leaflets.
4. Which seldom-heard groups should be consulted and what forms of consultation would be most appropriate for these groups.

(Note: People in seldom-heard groups face multiple barriers affecting access to public consultations. The term 'seldom-heard groups' refers to under-represented people who use or might potentially use health services and who may be less likely to be heard by decision-makers. They are often referred to as 'hard to reach' groups, though this term has been criticised for implying that there is something about these people that makes their engagement with services difficult. 'Seldom-heard' places more of the emphasis on agencies to engage these service users, carers and potential service users.)

Leadership, Chair and Membership

Leadership for the group will be provided by the joint chairs;

- Richard Pratt, Archdeacon of West Cumberland
- Sue Stevenson, Chief Operating officer, Healthwatch Cumbria

The membership of the group comprises representatives of communities of interest and place from across west, north and east Cumbria. The role is not an individual one,

but rather to bring the views of the community they represent to the group and to share the thinking of the group with that community between meetings.

- Sandra Guise and Sarah Hall - maternity
- Eveline Dugdale - community hospitals
- Siobhan Gearing, We Need West Cumberland Hospital
- Jan Den Bak, West Cumberland Voice for Healthcare
- Carolyn Otley, Third Sector
- Sue Gallagher, lay representative CCG
- John Brown, Chair Action Health Network
- Helen Sant, Allerdale Borough Council
- Jane Smith, CPFT Governor and a staff member

Criteria for consideration

Advice, views, suggestions or opinions from PCPSAG will take full account of the following established criteria:

- a) The consultation should include some traditional activities (e.g. public meetings) and some more innovative activities.
- b) It should be proportionate (i.e. neither excessive nor modest in scale).
- c) It should take account of views expressed by the Cumbria Health Scrutiny Committee.
- d) Consultation communication should be clear, concise and as easy to comprehend as possible.
- e) Documents intended specifically for the public should be jargon free and couched in plain English.
- f) The public consultation document should be accessible and not too long.
- g) Any more detailed information should be published on the consultation website.

Process

- The PCPSAG will meet monthly from August 2016 through to the end of the public consultation period.
- Meetings of the PCPSAG will be attended by representatives of the Cumbria Clinical Commissioning Group and the West, North and East Cumbria Success Regime who will take minutes. The minutes will be approved as accurate by the Stakeholder Advisory Group.
- The minutes will be placed on the Healthwatch Cumbria and SR websites.
- Any advice, views, suggestions or opinions expressed by the PCPSAG will be presented to the CCCG and the SRPB.
- The CCCG and the SRPB will respond to the PCPSAG in writing in order to establish a clear two-way audit trail.

Conclusion

The role of the PCPSAG is to offer advice, views, suggestions or opinions on the matters described in these terms of reference.

Consideration of the option or options that will be taken to public consultation is a matter for CCG and is the subject of work being undertaken by the West, North and East Cumbria Success Regime in conjunction with the CCG, clinicians, patients, stakeholders, other local NHS organisations and other public sector organisations. It is also the subject of a Pre-Consultation Business Case and approval from NHS England.

The PCPSAG will not be required to advise on the options to be consulted upon. This means that individual members of PCPSAG will be free to express their own views on the option(s) and/or the views on any organisation they represent in any way they wish.