

## **Terms of Reference**

## **Patient Panel**

### **Constitution**

The Trust Executive Committee hereby resolves to establish a sub-Committee to be known as the Patient Panel.

### **Authority**

The Group is authorised by the committee to positively promote patient and public partnership within the Trust, providing the patient perspective on issues of discussion both within the Panel and in wider groups on which Panel members serve. The Group is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Group.

### **Membership**

On behalf of Ashford & St Peter's Hospitals NHS Trust, Head of Customer Affairs (who will be in attendance).

On behalf of the patients and the public. A maximum of 20 members recruited from the local community.

The Group will be Chaired by an elected member of the Panel.

### **Attendance**

Attendance of a Trust representative is essential. In the event that the Head of Customer Affairs cannot attend a meeting, the attendance of a fully briefed deputy of appropriate seniority will be arranged.

Panel members will be required to attend a minimum 50% of the meetings per calendar year. In the event that this attendance is not achieved, ongoing panel membership will be discussed and agreed on an individual basis.

### **Quorum**

The number of members necessary to conduct the meeting to exercise all or any of the authorities, powers and discretions invested in, or exercisable by the Committee Group is 8 members including the Chair or Deputy Chair.

### **Frequency and Conduct**

The Group will meet monthly for a period of two hours for 11 months of the year with the exception being August.

Items for the Agenda should be submitted to the Secretary (Head of Customer Affairs) a

minimum of two weeks prior to the meeting.

Membership and Terms of Reference will only be changed with the approval of the Group and will be reviewed annually.

### **Duties**

- 1 To positively promote patient and public partnership by valuing the contribution of each Panel Member.
- 2 To provide the perspective of patients and the public and to present the patients' and public's perception of services within the Trust at Trust Committees.
- 3 To work in partnership with the Trust to develop the quality of Trust services from the perspective of the patient.
- 4 To become involved in and influence Trust Policies as they develop and change.
- 5 To work in partnership with the Trust in determining priorities for patient surveys and focus groups.
- 6 To support and influence the development of patient information within the Trust.
- 7 To provide a forum for Patient Panel Members to meet within the Trust.
- 8 To contribute to an annual report to the Trust Board on the development and implementation of the Trust's Patient and Public Partnership strategy.
- 9 With the Patient & Public Engagement Group review the membership and recruit as necessary.

### **Key Responsibilities**

To support the delivery of the best possible patient experience through collaborative working.

### **Reporting Lines**

The Group will report to the Patient & Public Engagement Group

### **Monitoring**

The Group will agree and monitor key performance indicators on which to measure success.

The Chair will produce a quarterly report to the Patient & Public Engagement Group.