

22 June 2005

Joint UK Health and Social Care Regulators PPI Group

Terms of Reference

Mission Statement:

1. To identify and design effective ways in which partner organisations can work together to enhance PPI by means of informing, consulting and partnership, within health and social care regulation.

Membership

2. The group will comprise representatives of health and social care regulatory bodies and CHRE, herein referred to as the partner organisations.

3. The group may also invite additional organisations.

4. Where possible representation from each partner organisation will include a lay member of Council and a member of staff. Where possible partner organisations will maintain consistent representation.

5. Representatives will be selected by the individual partner organisation in accordance with their governance procedures.

6. Partner organisations are responsible for confirming their individual organisation's agreement or disagreement to the recommendations made by the group, in accordance with their governance procedures.

7. Where partner organisations are required to consult with their organisations prior to confirming agreement or disagreement, responses will be forwarded to the chair in accordance with the time frames identified at the time.

8. Where decisions by vote are required, each partner organisation will have one vote.

9. In the event that a partner organisation does not support an initiative, but the majority vote is in its favour, the disagreeing member is not obligated to be involved or to provide resources in support of the initiative.

10. Quorum for meetings will be 7 organisations.

11. A chair will be elected annually (12 month period). Holding the chair does not confer the requirement to also provide facilities and administrative support. These will be rotated among partner organisations.

Functions

12. To assist the improvement of patient and public involvement, in the work of partner organisations.

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13. To develop an annual PPI strategy and work plan for the group's work. This strategy will complement individual partner organisation's PPI strategies.

14. To identify and agree joint patient and public involvement initiatives and to promote strategic joint working on PPI issues.

15. To identify and share best practice.

16. The group may delegate to sub working groups.

Meetings

17. The group will meet four times a year, as a norm.

18. The group will have the ability to call additional meetings if required to do so, in order to support the achievement of the agreed strategy.

Resources

19. Resource contributions for specific projects will be based proportionately upon the annual income of each partner organisation.

Accountability

20. The members of the group will be responsible to their individual governing bodies.

21. The decisions of the group are required to be compliant with the decision-making and governance processes of each partner organisation.

Reporting and Circulation of Minutes

22. Papers for each meeting should be circulated 7 days prior to the meeting. Agenda items for the meeting should be notified to the chair 14 days before the meeting.

23. Minutes of each meeting will be circulated electronically, to all members, present or absent within 14 days.

Note: reference to 'patients' in the context of these terms of reference and the work of the group also refers to service users and recipients of health and social care services, as protected by regulation.

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