

## **South West Citizens' Assembly**

### **Terms of Reference**

The South West Citizens' Assembly (CA) brings together 13 Healthwatch organisations from the South West to form a core membership who will provide a strong patient and public voice to support the work of the South West Clinical Senate.

As an integral part of the Clinical Senate infrastructure the CA will be enabled to support the South West Clinical Senate Council to deliver advice to commissioners with the full involvement of the local population within the South West. The CA will debate issues of strategic importance and look at wide areas of concern to commissioners, patients and the public in improving the quality of health and social care cross the South West.

The CA will be chaired by the CA Chair, supported by the Deputy CA Chair, who will be appointed from the CA membership using a transparent and fair recruitment and selection process.

#### **Role of the Citizens' Assembly (CA)**

The CA provides a strong patient and public voice to support the work of the Clinical Senate. The CA comprises a core membership of two nominated representatives from each of the 13 Healthwatch organisations in the South West region but may include nominations from other health and social care organisations, where required. The CA is an integral part of the infrastructure of the clinical Senate enabling it to deliver its advice to commissioners with the full involvement of patients and members of the public. It primarily supports the Clinical Senate in the provision of advice that supports patients' needs but also provides a perspective to the Clinical Networks, plus national and regional projects. The CA will debate issues of strategic importance and look at wide areas of concern to patients and the public across South West England.

- To bring patient, carer and public perspectives and appropriate challenge
- To read papers and proposals, which may be circulated via email, and give a service user or carer perspective on the contents
- To consider issues being discussed from a wider perspective (not only represent a personal experience)
- To champion the diversity of patient and public views (not only represent their personal experience)
- To attend meetings of the Citizens' Assembly

- To join workshops or events across South West England, where participation would support the patient voice in regional decision-making
- To communicate with, and seek feedback from, wider patient networks regarding plans and proposals
- To comply with The Seven Principles of Public Life (Appendix A) and respect the confidential nature of discussions and business when it is made clear by the Chair that this is required
- To champion and advocate for increasing patient and public awareness of the Citizens' Assembly and their outcomes
- To identify their own support, training and development needs, and seek appropriate support from the Senate Management Team
- To input to clinical reviews alongside the clinical Senate panel members as part of the NHS England assurance process
- To bring important views, perspective and appropriate challenge to health and social care issues across the South West providing an independent patient and public perspective to Commissioners
- Circulating advice from Senate Council meetings to Healthwatch and relevant patient/carer networks
- Participating in Senate Council deliberations (1 chosen according to subject content for each Senate Council meeting to support Chair)
- Debating issues of strategic importance and considering wide areas of concern to patients and the public across South West England. This may include suggesting topics or questions to Commissioners or the Senate Council to go forward to deliberative Clinical Senate Council meetings
- Agreeing the Terms of Reference for the CA

### **Membership of the South West Citizens' Assembly (CA)**

- Recruitment of new members to the CA can be extended to include membership criteria beyond that of the current process of a Healthwatch (HW) nomination to include membership from other health and social care organisations across the South West
- Retain links to Healthwatch and their extended networks but if required, other wider Health services' networks in the region could be used to recruit members to the CA
- Work with Healthwatch networks to advertise and recruit to vacant posts
- A CV should be submitted by interested applicants, with the name of at least one referee who has knowledge of the applicant's relevant experience, skills and knowledge
- Membership to the CA should be an initial period of two years, with an option to extend for a further year

- Recruitment and end of tenure of CA membership to be staggered ideally, to avoid disruption to the CA
- Extension of membership should be requested by the CA member and agreed in writing by the CA Chair
- Membership, if possible should be drawn from all Counties in the South West region, with at least one and hopefully, two from each County, with as even a spread as possible
- Additional members can be co-opted if required and agreed by the CA
- Total membership numbers should not exceed 26 with a balance of independent members and those associated with other organisations/bodies
- There will be five meetings held each year aligned with the Senate Council meetings usually held in Taunton
- A CA member training and development programme to be offered to all members, with at least one day per annum devoted to this activity
- CA members will gather information from its local networks to both respond to requests from the Senate Council for citizen feedback in relation to its deliberations and in relation to citizen priorities to be made known to the Senate Council
- CA members will be selected using a transparent and fair selection process
- In addition to the CA Chair, there will be one core member from the CA in attendance at Senate Council meetings. The CA may select the most appropriate person on the CA to attend the Senate Council for specific input to certain deliberations
- Current members of the CA will remain in post without the need to provide a CV and/or reference

### **Role and recruitment of the CA Chair**

- The role of the CA Chair is to provide strong, coordinated and coherent leadership of the CA and be a standing member of the Clinical Senate Council. This role will also undertake other tasks as required by the Clinical Senate and Clinical Networks, where citizen representation is invited or required. The post holder should also delegate tasks to CA members as appropriate
- The post holder is accountable to the Chair of the Senate, the Senate manager and to members of the CA
- The post is for a period of two years
- The CA Chair post is paid £6000 per annum, plus travelling and other agreed expenses, for up to 48 days work (p.a)
- A Deputy CA Chair will be appointed, who, it is intended, will become the CA Chair after the incumbent CA Chair stands down after two years.
- Appointments will be held every two years for a Deputy CA Chair

## **Function**

- Provide a patient and carer perspective from across the South West on topics, questions and evidence prior to Senate Council meetings. This may include suggesting evidence to review, assisting in finding patient representatives or organisations to give evidence and gathering views from patients, carers and the public via local Healthwatch organisations and their 'networks of networks'
- Share advice with patients and the public following Senate Council meetings.
- Liaise with Commissioners to refer questions or topics to the Senate Council.
- Identify future topics or questions the Senate Council may wish to consider or self-select.

## **Ways of working**

The CA will be provided with the clinical Senate Council topic for each meeting. The CA will discuss the Senate Management Team how the CA can best input to each topic/deliberation. It may emerge that working groups or further engagement work with relevant groups or organisations is required between meetings.

## **Accountability**

The CA is accountable to the Clinical Senate Council.

## **CA membership**

1. CA Chair (appointed)
2. Deputy CA Chair (appointed)
3. 26 CA members nominated from each of the 13 Healthwatch organisations across the South West (two from each). Recruitment of new members to the CA can be extended to include membership criteria beyond that of the current process of a Healthwatch nomination to include nominees from other health and social care related organisations from across the South West
4. Senate Chair
5. Senate Manager
6. Senate Project Officer
7. An administrator will be in attendance

## **Frequency of meetings**

The CA will meet five times a year in-line with clinical Senate Council meetings.

## **Senate Council membership/attendance**

The Chair of the CA will attend each Senate Council meeting, Deputised by the Deputy CA Chair. One other CA member will attend the Senate Council meetings with the CA Chair – chosen according to subject content for each meeting.

### **Administration of meetings**

The CA meetings will be supported by the CA Chair and the Senate Management Team. Papers for the meetings will be sent out 10 working days in advance. Notes of the meeting will be processed within two weeks. Previous meeting documents will be made available via the clinical Senate website here:

<http://www.swsenate.org.uk/citizens-assembly/>

### **Review of Terms of Reference**

Once agreed, the Terms of Reference for the Citizens' Assembly Senate Council will be reviewed on a yearly basis.

Reviewed January 2015

Reviewed July 2016

Reviewed April 2017

Reviewed October 2017