

## **Community Partnership Forum (CPF) – Terms of reference**

### **July 2017**

#### **1. Background**

- The Community Partnership Forum brings together community and patient representatives across the three CCGs in the east of Berkshire to share information and discuss issues relevant to local health and social care and the wider Sustainability and Transformation Partnership
- It meets once every two months and members of the public are encouraged to attend and ask questions
- Meetings take place in the evening at different venues across the east of Berkshire, to encourage a wide attendance
- All papers including agendas, minutes, reports and presentations are published on the CCG websites
- The Community Partnership Forum has been meeting since June 2013 and a wide range of topics have been covered at the meetings since then
- These TORs update and replace the original 2013 TORs

#### **2. Purpose of Group**

- To act as a sounding board for work relating to the Frimley Health and Care Sustainability and Transformation Partnership, with a focus on how it affects communities across Bracknell, Ascot, Maidenhead, Slough and Windsor
- To ensure the feedback loop is closed to enable project leaders who request input from the CPF to return to update the Forum on progress
- To provide an opportunity for health and social care leaders to engage with members of the public and voluntary sector representatives, and hear questions, concerns and opinions about topics of discussion
- To improve dialogue between members of the public and the wider NHS
- To provide space for networking and sharing among organisations representing the local community
- To provide feedback and advice to organisations about communicating and engaging local communities

#### **3. Accountability**

The Community Partnership Forum is an engagement and networking discussion group. It has no authority over its participants and does not make decisions. Feedback from discussions will go back to the various STP programmes to influence the development of health and social care services. Participants are responsible for updating their respective organisations on the business of the CPF.

## **4. Meetings**

- 4.1** This is a free meeting, open to all With no formal membership or issues of quoracy.
- 4.2** The Chair is appointed in collaboration between the CCGs and the CPF membership and is to be reviewed annually.
- 4.3** The agenda will be prepared in advance and agreed by the Chair in consultation with the Director of Nursing and Quality from the Clinical Commissioning Groups in the east of Berkshire.
- 4.4** The agenda will include a presentation and workshops whenever possible to encourage discussions.
- 4.5** When a co-chair is needed, this support may be offered by the CCG.
- 4.6** Meetings will take place every second month, subject to an annual review by the group.
- 4.7** The venue for meetings will vary across the east of Berkshire to encourage wide attendance.
- 4.8** A forward plan of topics for discussion will be maintained and reviewed regularly by the Chair, lay members of the Governing Bodies of the Clinical Commissioning Groups and the Director of Nursing and Quality. Where possible, this will be published on the CCG website, shared at meetings and/or included on paperwork.
- 4.9** Topics can be suggested by participants in the meeting, and speakers and partner organisations can be invited to support the agenda.
- 4.10** Meetings will be planned six months in advance, with future dates available on the CCG websites and circulated to all in advance.

## **5. Communication**

- 5.1** An agenda will be circulated five working days in advance of meetings with a copy of the minutes of the previous meeting. Other documents and presentations may be shared via email at other times in support of meetings.
- 5.2** The Clinical Commissioning Groups will maintain a page on their website with information about the Community Partnership Forum, including details of meetings and copies of documents circulated. Partner organisations are invited to link with these pages.
- 5.3** All meetings will be open to the public and questions and comments will be welcome at the discretion of the Chair.