
Clinical Policy Engagement and Consultation Panel

Terms of Reference

1. Purpose of the Group

- 1.1 The Clinical Policy Engagement and Consultation Panel exists to support Northern, Eastern and Western (NEW) Devon and South Devon and Torbay Clinical Commissioning Groups (CCGs) to determine the need for any further engagement or formal public consultation on clinical policy recommendations made by the Devon-wide Clinical Policy Committee.

2. Functions

- 2.1 Following a Clinical Policy Committee recommendation the lay member led panel will routinely consider the wider public interest issues to determine the need for any further engagement or formal public consultation on the proposed policy recommendation.
- 2.2 This process and any resulting engagement or consultation will precede the CCGs' executive decision-making groups taking a final decision on whether to accept the clinical policy recommendation.

3. Membership

- 3.1 The group will comprise eight (8) members from across both CCGs in Devon as follows:
- Lay Members of the Clinical Policy Committee (x2)
 - Governing Body Lay Members, Patients and Public (x2)
 - Engagement and communications representatives (x2)
 - Head of Clinical Effectiveness
 - Clinical Effectiveness Governance Manager
- 3.2 The group will be chaired by a lay member.
- 3.3 The lay members will comprise the voting members of the group, with other non-voting members assisting in an advisory capacity. The chair will not vote unless the voting is split.

- 3.4 Secretariat support for the group will be provided by the Clinical Effectiveness team.

4. Meetings and Conduct of Business

- 4.1 The group will meet approximately two weeks following Clinical Policy Committee meetings to consider the recommendations made.
- 4.2 Meetings may be attended in person or via teleconferencing.
- 4.3 The quorum will consist of five (5) of the members being present to include a minimum of two (2) voting members, one of whom will be a Clinical Policy Committee lay member able to bring the benefit of summarising the committee discussions which led to the recommendation.
- 4.4 Papers will be shared with the group prior to each meeting. Minutes will be taken and circulated to the group following the meeting.
- 4.5 The recommendations made by the group in respect of any further engagement or formal public consultation required will be reported to the CCGs' executive groups.
- 4.6 The terms of reference and outputs of the group will be made publicly accessible via the NEW Devon CCG website, on behalf of both CCGs in Devon.

Declarations of Interest

- 4.7 All members of the group will be expected to complete a declaration of interest. An annual register will be maintained by the Clinical Effectiveness Governance Manager. The group will note at each meeting whether any additions/amendments to this have been advised or whether there are any specific interests to declare related to the particular items for discussion at that meeting.

Process

- 4.8 There are three proposed levels of determination arising from the group consideration of a clinical policy recommendation:
- 1) No further engagement or formal consultation is required at this stage;
 - 2) There should be further engagement via the virtual patient reference group;
 - 3) Formal public consultation should be carried out.

Capturing the public interest issues

- 4.9 The group will apply a systematic process to capturing themes which are in the public interest to produce a rounded identification of the key drivers to engage or consult on a particular issue.

5. Governance/ Reporting arrangements

- 5.1 The group will report to the Executive Committee of NEW Devon CCG and the Commissioning and Finance Committee of South Devon and Torbay CCG.
- 5.2 The Terms of Reference will be reviewed annually.