APPENDIX 7

NHS GREATER GLASGOW AND CLYDE

INVOLVING PEOPLE COMMITTEE

Objectives

1. To ensure the mainstream integration of the principles of Patient Focus and Public Involvement in planning, delivering and sustaining services.

2. To scrutinise NHS Greater Glasgow and Clyde services on a continuous basis to ensure implementation of best practice in achieving Patient Focus and Public Involvement.

3. Leading the development of a sustainable NHS Greater Glasgow and Clyde Involving People Framework and ensuring that it is delivered via approved strategies and action plans across the totality of service provision.

4. Encouraging and promoting the skills required deliver effective Patient Focus Public Involvement among NHS Staff and patient and local community representatives.

5. To ensure that delivery of Patient Focus Public Involvement across NHS Greater Glasgow and Clyde is co-ordinated, consistent and linked to the work of partner organisations, including Community Planning structures.

6. Reviewing, interpreting and supporting the implementation of national Patient Focus and Public Involvement objectives and priorities at the local level.

7. Driving the development, introduction and maintenance of corporate initiatives and structures to support the effective delivery of Patient Focus and Public Involvement.

8. Promoting dialogue with patients and public regarding progress with Patient Focus and Public Involvement.

9. Linking with the new Scottish Health Council and supporting NHS Greater Glasgow and Clyde's day-to-day relationship with its officers and advisory council members.

10. Facilitating continuous and formal annual accountability and quality assurance reviews as part of the accountability review process.

11. Ensuring the NHS Board is kept fully informed on progress in mainstreaming and delivering PFPI, in part by formally reporting to the Board on a quarterly basis.

Composition

1. The Committee shall comprise 7 non-executive Members from Greater Glasgow and Clyde NHS Board, a representative of the Employee Director of the NHS Board, the Director of Communications for NHS Greater Glasgow and Clyde (the 'Designated Director' for Patient Focus and Public Involvement in NHS Greater Glasgow), a representative from the Area Clinical Forum, a representative of the Glasgow Council for the Voluntary Sector and shall have the power to co-opt up to four Lay Members from outwith the Membership of Greater Glasgow and Clyde NHS Board.

2. Executive Members of the Board and senior management and clinical staff will be invited to attend meetings with regard to specific agenda items.

3. The quorum of meetings of the Involving People Committee shall be 4 voting Members.

Remit

Greater Glasgow and Clyde-Wide

1. To ensure that NHS Greater Glasgow and Clyde discharges its legal obligations to involve, engage and consult patients, the public and communities in the planning and development of services and in decision-making about the future pattern of services.

GGCNHS Board Staff

2. The Committee will be responsible for oversight of all staff employed by the Board in relation to delivering the objectives and values of patient focus.

3. The Committee shall oversee the preparation and delivery of PFPI-related performance plans within the context of service delivery by Board clinical, managerial and support staff prepared on a Departmental and Service basis and critically review these plans annually.

Frequency

The Committee will meet 6 times a year.

Reporting Arrangements

The Committee shall report its proceedings to the Board, by the submission of the Minutes of meetings and ad hoc papers.

April 2007
Reviewed – April 2008
Reviewed – April 2009