



Northern Cancer Alliance *Public Involvement Accountability Forum

Terms of Reference

1. Purpose

To assist the board in improving patient outcomes both in terms of survival and experience of care by ensuring that the NCA Framework for Public Involvement is used and integrated into the core business of the Alliance.

To hold the NCA to account through review and scrutiny to provide assurance that the views of the public are taken into account in the planning, operation and evaluation of the Northern Cancer Alliance programme.

To support the development of collaborative relationships with VCSE and partner organisations that facilitates effective and appropriate public involvement in the work of the Alliance.

2. Specific Aims

- Review and scrutinise public involvement practice against the NCA Framework for Public Involvement.
- Review and scrutinise the NCA work plan, ensuring it is fit for purpose.
- Provide assurance to the board that the commitment to appropriate and effective public involvement is evidenced in all aspects of Alliance core business.
- Provide a forum for the sharing of information and examples of best practice.
- Develop the group as a partnership, agreeing the responsibilities of each member in relation to each other.

3. Membership

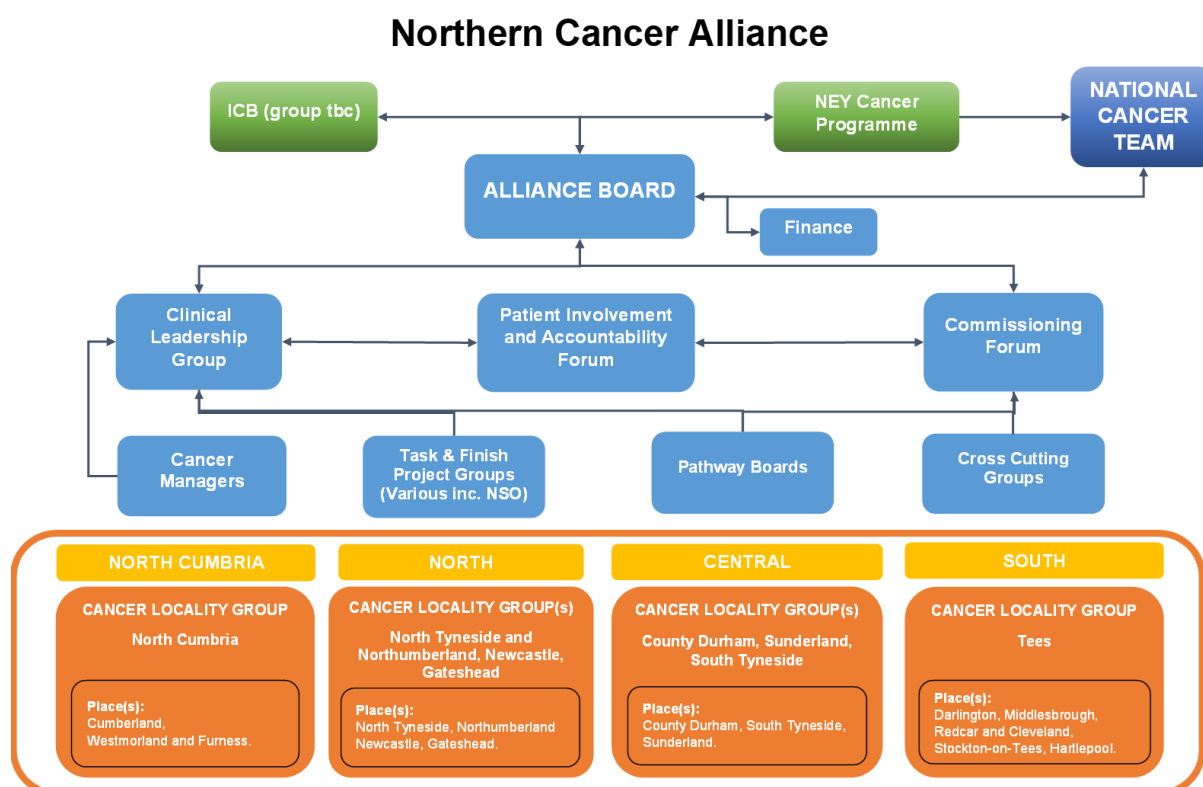
Membership of the forum includes representation from the Northern Cancer Alliance (core team and commissioners/providers), Healthwatch, VCSE organisations and Cancer Patient & Carer Groups. The diverse membership of the forum provides a wide range of perspectives and expertise. Individual members are required to apply their experience and expertise to all forum activities to support the regional/strategic approach of the Northern Cancer Alliance.

In addition, the forum may request ad hoc attendance of representatives from specific organisations or groups to support and inform the work of the forum and the NCA.

See appendix 1 for membership details.

4. Reporting Arrangements

- The work of the forum will be reported to the Northern Cancer Alliance Board through the Lay Chairs of the forum.
- An annual report on the work of the forum will be presented to the Board by the Alliance Managing Director.
- Each member of the forum will act as a communications conduit to their respective networks, sharing information and demonstrating the approach and behaviours consummate with the integration of public involvement across the Alliance.



5. Organisation

- The forum will meet 6 times per year (February, April, June, August, October and November/December).
- The forum will be chaired by one of the NCA Lay Representatives
- As required, time limited working groups will be set up to support the Northern Cancer Alliance achieve its work plan objectives.
- Terms of reference will be reviewed annually.
- Quorate arrangements:
 - 6 of the represented membership as listed must be in attendance (including deputies with voting rights).
- Notes from the meeting will be circulated to members within 7 days
 - A lay representative must be present along with at least one representative covering each of the following:

- core cancer alliance team
 - local cancer patient and carer groups
 - VCSE organisations
 - ~~primary and secondary~~ clinical perspective
 - commissioner perspective
- Deputies representing members in their absence have equal voting rights.

6. Public Involvement

The Alliance has adopted “public involvement” to describe all their partnership activities. “Public” describes everyone living in the Alliance area affected or potentially affected, by cancer. “Involvement” describes any partnership activities with the public to improve cancer outcomes and services. This includes:

- Providing information.
- Talking to people to understand their experiences and gain their views.
- Patients working in partnership with professionals to develop clinical pathways and wider NHS cancer services.

Appendix 1

PIAF Membership

1. NCA Programme Director
2. NCA Clinical Leadership rep
3. NCA Comms' & Engagement Lead
4. NCA Lay Representative
5. NCA Lay Representative
6. NCA Commissioning Forum rep
7. Macmillan Strategic Engagement Manager
8. NCA Senior Administrator
9. Northumberland Cancer Patient & Carer Group Rep' (NCV)
10. South Tyneside & Sunderland Cancer Patient & Carer Group Rep'(NCV)
11. County Durham & Darlington Cancer Patient & Carer Group Rep'
12. North Tees & Hartlepool Cancer Patient & Carer Group Rep'(NCV)
13. North Cumbria Patient and Carer Group Chair (NCV)
14. Healthwatch rep - County Durham Engagement & Signposting Lead
15. Age UK County Durham
16. Middlesbrough and Stockton Mind Macmillan Mental Health Cancer Care Research Lead
17. Middlesbrough and Stockton Mind Macmillan Co Production Steering Group Member
18. North East & Cumbria Learning Disability Network Macmillan Project Manager
19. NUR Fitness CIC
20. Cancer Support VCSE Network North East – Cancer
21. Northern Cancer Voices Chair
22. National Cancer Programme PPV Forum Member