

# Clinical Policy Engagement and Consultation Panel

## Terms of Reference

### Purpose

The Clinical Policy Engagement and Consultation Panel exists to support the Integrated Care Board (ICB) for Devon to determine the need for any further engagement or formal public consultation on clinical policy recommendations made by the Clinical Policy Recommendation Committee.

### Role

To routinely consider the wider public interest issues to determine the need for any further engagement or formal public consultation on policy recommendations made by the Clinical Policy Recommendation Committee.

The process, and any resulting engagement or consultation, will precede the ICB Executive Committee, or appropriate group with delegated authority, taking a final decision on whether to accept the clinical policy recommendation as commissioning policy of NHS Devon ICB.

### Membership

The panel will comprise eight members as follows:

- Lay Public Members of the Clinical Policy Recommendation Committee (x2)
- ICB Non-Executive Director for citizen and community involvement
- Lay Member from the Patient Engagement Forum
- Patient experience team representative
- Communications team representative
- Deputy Director - Clinical Effectiveness
- Clinical Effectiveness Governance and IFR Panel Manager

The lay/non-executive members will comprise the voting members of the panel, with the other members holding no vote and assisting in an advisory capacity.

## **Chair**

The panel will be chaired by a lay member.

## **Quorum**

The quorum will consist of five of the members being present to include a minimum of two voting members, one of whom will be a lay public member of the Clinical Policy Recommendation Committee.

## **Administration**

The panel will meet approximately two to three weeks after the Clinical Policy Recommendation Committee to consider the recommendations they have made.

Meetings may be held face-to-face or virtually via Microsoft Teams.

Secretariat support for the panel will be provided by the ICB Clinical Effectiveness Team.

Minutes will be taken and circulated to the panel following the meeting.

## **Declarations of Interest**

All members of the panel will be expected to complete a declaration of interest. An annual register will be maintained by the Clinical Effectiveness Governance Manager. The panel 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.

## **Conduct of business**

The panel 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.

This includes whether the reason for introducing the policy is plausible and if the output addresses this intent, and if the effects on individual patients and carers, the wider consequences on society, and the opportunity cost have all been considered. There will also be consideration of any knowledge of public concern in relation to the disease and/or the specific intervention, and what information on the treatment and condition is available to the public via nhs.uk.

There are broadly three levels of determination arising from the panel's consideration of a clinical policy recommendation:

- No further engagement or formal consultation is required at this stage;
- Information/action recommended to support publication and communication of the policy;
- Formal public consultation should be carried out.

## **Accountability and Reporting**

The panel will make its recommendations to the ICB Executive Committee, or appropriate group with delegated authority.

The committee will provide regular updates to the Clinical Policy Recommendation Committee and report to the ICB Executive Committee, or appropriate group with delegated authority.

## **Review**

The Terms of Reference will be reviewed annually.