



## **Parent/Patient Engagement Task & Finish Group for the Childrens Community Service Improvement Plan**

### **Terms of Reference**

#### **Purpose**

The Parent/ Patient Engagement task & finish group for the Childrens Community Service Improvement plan has been established by the Children & Young People (CYP) Division to consider and manage the engagement and feedback needs of the plan. The group will undertake defined tasks in relation to parent/patient involvement including feedback and report the actions/progress to the Division Improvement Group and onto the Neath Port Talbot & Singleton Service Group (NPTSSG) Childrens Community Services Improvement Group. The task and finish group will ensure they deliver on the actions within the appropriate timescales with measurable outcomes.

#### **MEMBERSHIP**

The Parent/ Patient Engagement task and finish group will be chaired by the Quality Improvement Lead with the following membership: -

- Quality Improvement lead
- Head of Nursing for Children & Young People
- CYP Divisional General Manager or Deputy
- Matron or Lead Nurse for Childrens Community Nursing Team
- Community Nursing Team staff member
- Head of Quality & Safety for NPTSSG
- Corporate Patient Feedback Team member
- Parent representative
- WCH Governance team member
- Clinical Governance Nurse for CYP (when appointed)

#### **QUORUM**

Quorum for the meetings of the task & finish group will be a minimum of 3 members, with a requirement to have a minimum of 1 CYP nursing team member.

#### **VICE CHAIR**

The Head of Nursing will nominate a chair in their absence.

#### **ATTENDANCE**

Each member the task & finish Group will be required to have protected time to attend meetings. If on annual leave, the member must notify the Chair giving apologies, and if appropriate ensure arrangements are in place for a delegate to attend on their behalf.



## **SECRETARIAT**

The administration support for the improvement plan will document actions/outcomes and appropriate communication to the members. The planning of meeting dates collation of agenda items and circulation to the members of the improvement group will be the responsibility of the Improvement Group Secretariat.

## **FREQUENCY OF MEETINGS**

The meetings will be held on a monthly basis. If cancelled for operational business, the meeting will be called as soon after that date as possible. The frequency of meetings may be reviewed in line with the priorities of the Childrens Community nursing service.

## **LINKS WITH OTHER FORUMS/GROUPS/COMMITTEES**

As described above, reporting to the Divisional Childrens Community Nursing Improvement Group & Neath Port Talbot & Singleton Service Childrens Community Nursing Improvement Group.

## **REPORTING AND AUDIT TRAIL**

Action points following the task & finish group will be circulated to all members within 5 working days and shall be retained by the Divisional Core Business meeting as evidence of the outcomes achieved and for financial audit trail.