

# HPIG Stakeholder Council

## Terms of Reference

The HPIG Stakeholder Council ('the Stakeholder Council') operates as an autonomous satellite of the Children and Young People's Health Policy Influencing Group (HPIG).

HPIG and the Stakeholder Council are convened by the National Children's Bureau (NCB) and the Council for Disabled Children (part of NCB).

The Stakeholder Council Terms of Reference should be read in conjunction with the HPIG Terms of Reference

The Stakeholder Council's primary aim is to provide a forum for stakeholders to contribute advice and expertise to NHS England's (NHSE's) work on babies, children and young people. The Council has a formal relationship with the NHSE's Children and Young People's (CYP) Transformation Programme, but also provides advice on other related cross-cutting NHS programmes. NHSE staff from the Transformation Programme will be present at the Stakeholder Council meeting.

### **The Council's Responsibilities**

The Council's primary responsibilities are:

- To be a consultative body, ensuring that the breadth of views of all Council members are articulated and are able to be taken into account in the activities of the CYP Transformation Programme and other related cross-cutting NHS programmes.
- To proactively contribute expertise to the further evolution of the Long-Term Plan and other NHSE initiatives.
- To provide feedback to NHSE on implementation and to make recommendations on the delivery of the CYP Transformation Programme and other related cross-cutting NHS programmes.

### **Membership**

Membership of the Stakeholder Council is open to all HPIG members. However, this is not compulsory and any HPIG member can choose to opt-out of Stakeholder

Council membership. Non-HPIG members can be co-opted onto the Stakeholder Council in agreement with HPIG and NHSE.

Membership of the Stakeholder Council in no way restricts members from contributing to other NHSE workstreams.

### **Relationship with NHSE**

The Stakeholder Council acts as the formal consultative body for the CYP Transformation Programme. The views of the Stakeholder Council will be fed directly into the decision-making of the CYP Transformation Board which has oversight of the Transformation Programme. NHSE will report back to the Stakeholder Council on how its views were taken into account. The Stakeholder Council chair(s) and relevant Council members will be invited to contribute to specific Board items as appropriate.

The Stakeholder Council also provides advice on other related cross-cutting NHS programmes.

The administrative costs of the Stakeholder Council will be met by NHSE. At the start of the financial year, NCB will set out the projected income for the Stakeholder Council and the deliverables for the year ahead. At the end of the financial year, NCB will provide an annual summary of Stakeholder Council activity and impact to HPIG.

This relationship in no way restricts the ability of HPIG to take public positions on any matters discussed at Stakeholder Council or the work of NHSE.

### **Meeting arrangements**

The Stakeholder Council will meet a minimum of four times per year.

To maintain a clear separation of functions, Stakeholder Council meetings and business will be administered separately from HPIG. To aid with scheduling, Stakeholder Council meetings may be organised to take place concurrently with HPIG meetings.

The agenda for Stakeholder Council meetings will be set by the HPIG Staff team in collaboration with NHSE and informed by feedback from the Stakeholder Council. The agenda will be circulated to members in the week leading up to the meeting.

The Stakeholder Council is chaired by the chair(s) of HPIG.

As appropriate, government officials and representatives of other arms-length bodies will be invited to attend Stakeholder Council meetings on an observational or contributory basis.

### **Work outside of meetings**

NHSE may request more detailed written feedback or evidence on particular areas of its work. This will be facilitated and compiled by the HPIG staff team.

Notes from the meeting, including any decisions made, will be shared after the meeting alongside other HPIG correspondence.

### **The staff team**

The Stakeholder Council is administered by the HPIG staff team based at NCB.

The primary responsibilities of the staff team are:

- Organisation and administration of meetings.
- Gathering written feedback from Council members in between meetings.
- Overseeing the Council budget.