

Leeds Cancer Programme – Public Steering Group

Draft Terms of Reference V3.1

Purpose of Group

The Leeds Cancer Programme Public Steering Group will work with staff to develop appropriate and sufficient public engagement plans and activities for all projects within the programme.

Responsibility

- Oversee the programme to ensure that projects have appropriate and sufficient engagement plans
- Receive information about plans to engage with patients, carers and the wider public about service developments
- Ensure that engagement plans:
 - reflect the size and topic of the change.
 - outline who the change affects
 - outline how we find out what people think about the change
 - outline how we will work with the voluntary sector
 - identify which vulnerable or protected groups the proposal will affect and how we will engage with them (Appendix A)
 - outline how we have developed your engagement questions
 - outline the timescale for your project
 - outline how we will involving patients throughout the commissioning cycle

Accountability and reporting

The group is accountable to the programme board for the Leeds Cancer Programme (Leeds Integrated Cancer Services group). It will provide updates to the following groups where appropriate:

- Prevention work stream steering group
- Early Diagnosis work stream steering group
- Living With and Beyond Cancer work stream steering group

Membership

Membership is open to any member of the public

Frequency and Format of meeting

Meetings will be held quarterly at a venue in central Leeds

Our Commitment to members

- We will support people to be involved in a way that suits them
- We will support people to develop the skills and confidence to take part, where needed
- We will ensure that activities and information from the group are accessible and that people are kept informed about what is happening

Your commitment to us

- You will follow the ground rules of the group
- You will attend meetings regularly and give notice if you are unable to attend a meeting
- You will consider the value of attending relevant training if necessary

Appendix A: Protected characteristics

This page gives you more information on each of the nine protected characteristics. A key role of this group is to encourage project teams to engage in a way which is reasonably accessible to people with these protected characteristics.

Age

Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).

Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Gender reassignment

The process of transitioning from one gender to another.

Marriage and civil partnership

Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.

Pregnancy and maternity

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Race

Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Religion and belief

Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Sex

A man or a woman.

Sexual orientation

- Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.