

Minutes of the meeting and development session of the Patient and Public Engagement Committee (PPEC) held on Tuesday 3 September 2019, CCG Meeting Room at Balderton Primary Care Centre, Lowfield Lane, Balderton, NG24 2HJ

Present:

Julie McIntyre, Chair, Mansfield South Patient Participation Groups
 Mary Hodgeon, Vice-Chair, Newark Patient Participation Groups
 Jim Barrie, Newark Patient Participation Groups
 Maria de Giorgio, Newark and Sherwood CVS
 Pat Kelsey, Sherwood Patient Participation Groups
 Ann Mackie, Disability Groups
 Peter Robinson, Ashfield North Patient Participation Groups
 Sarah Taylor, Ashfield Voluntary Action
 Lesley Watkins, Mansfield CVS
 Cllr. David Walters, Ashfield District Council
 Cllr. Linda Dales Newark and Sherwood District Council

In Attendance:

Julie Andrews, Engagement Manager
 Alex Ball, Director of Communications and Engagement
 Peter Richards, Prescribing Advisor
 Helen Limb, Engagement Officer

<p>PPEC/82/09/19</p>	<p>Welcome and Introductions</p> <p>Julie McIntyre opened the meeting and led a round of introductions.</p> <p>A warm welcome was extended to Linda Dales, attending her first meeting deputising as the representative for Newark and Sherwood District Council and Peter Richards, Prescribing Advisor working across both mid Nottinghamshire CCGs presently.</p>
<p>PPEC/83/09/19</p>	<p>Apologies for Absence</p> <p>Apologies for absence were received from;</p> <ul style="list-style-type: none"> • Cllr. Barry Answer, Mansfield District Council • Colin Barnard, Diabetes Patient Groups • Richard Hayward, Carers • Deb Morton, Healthwatch Nottingham and Nottinghamshire • Gilly Hagen, Sherwood Patient Participation Groups
<p>PPEC/84/09/19</p>	<p>Declarations of Interest</p> <p>The Chair reminded PPEC members of their obligation to declare any interest they might have on any issues arising at the meeting which might conflict with the business of the CCG and any items on the agenda. No other declarations were made.</p> <p>Action: Julie Andrews to send Conflicts of Interest Policy to Richard Hayward and Linda Dales for review and completion of form.</p>
<p>PPEC/85/09/19</p>	<p>Minutes of last meeting held on Monday 5 August 2019</p>

	<p>The minutes of the last meeting held on Monday 5 August 2019 were agreed as an accurate record of the discussion that took place at that meeting.</p>
<p>PPEC/86/09/19</p>	<p>Long Term Plan</p> <p>Alex Ball, Director of Communications and Engagement delivered a presentation that provided an update on the key messages arising from the extensive engagement undertaken in relation to the NHS Long Term Plan. Over 1,000 people had given their opinions through;</p> <ol style="list-style-type: none"> a) Public engagement by the ICS communications and engagement team, through digital and face-to-face channels b) Public engagement by Healthwatch through face-to-face channels c) Understanding and Attitudes Research by social research agency Britain Thinks, delivered through a series of focus groups with staff and members of the public <p>The key messages that were identified as being important were;</p> <ul style="list-style-type: none"> • Protecting free-at-the-point-of-need healthcare and support for staff are the key things people want to see from the NHS • There is clear support for two of the system’s proposed top priorities: Urgent and Emergency Care and Mental Health • People understand the need for financial control but also perceive that the system is under pressure and has diminishing resources • There is some support for the Prevention agenda but this needs to be balanced with messages around treatment improvements too and reassurance around effectiveness • Some people like the idea of choice and control of their healthcare but this is dependant on context • Workforce is a critically important theme that needs to be front and centre of our plans • There is less support for digital transformation – it is the least supported and least well understood of all the priority areas discussed <p>With regard to next steps, Alex Ball explained;</p> <ul style="list-style-type: none"> • the findings of our engagement are being shared and people are being asked to help guide us in how best to incorporate these into our local system plan • our local system plan will be submitted in draft form in September with the final submitted and published in November with a summary, user-friendly version available for wider circulation • our local system plan will set out our priorities for improving health and wellbeing over the next five years – it will be informed by the insights we have drawn from our engagement on what matters to local people • we are working closely with Healthwatch on integrating our findings with our local system plan and will also be identifying areas that we want to explore further with local people <p>Following the presentation, PPEC members were invited to consider how</p>

	<p>best to reflect the findings in our local system plan.</p> <p>PPEC requested further clarification regarding public attitudes to funding levels in the NHS linked to the NHS being free at the point of need healthcare model. Alex Ball reported that national research had found that the public thought there was too little funding going into the NHS. When asked about options to address this, the preferred option was to have a ring-fenced tax for the NHS. Further information is available at; https://www.kingsfund.org.uk/blog/2019/05/public-and-nhs-funding</p> <p>Discussion progressed to the increasing demand for A&E services and PPEC Members requested clarification of steps taken to try to reduce avoidable attendances. It was confirmed that much work had been done to try to reduce avoidable attendances and divert patients to more appropriate services across the county but this continued to be an issue.</p> <p>Julie Andrews advised that across mid Nottinghamshire various campaigns had been undertaken including marketing campaigns but most recently targeted work with practices who had higher levels of patients attending A&E evident from the Primary Care Dashboard. This had led to a reduction in inappropriate attendances at the targeted practices.</p> <p>With regard to engagement with Primary Care Networks (PCNs), Julie Andrews confirmed that a PPG event had been held on 23 July with the Locality Director and a PCN Clinical Director where attendees had learned more about PCNs.</p> <p>An event for Newark PCN had been arranged for 6 November 2019 for PPG members and community groups to learn more about the PCN, meet the Clinical Director and think about assets, health challenges and priorities for Newark. It was confirmed this could then be replicated across other PCN areas wherever possible linking into other scheduled events.</p> <p>Alex Ball confirmed that the local system plan will be shared with PPEC members for review and comment prior to the submission date.</p> <p>Action: Julie Andrews to circulate a copy of the presentation to all PPEC members. Action: Alex Ball to provide a link to the national research about public attitudes to NHS funding. Action: Julie Andrews to schedule an additional PPEC meeting to review the local system plan prior to submission.</p>
<p>PPEC/87/09/19</p>	<p>Prescribing/Medication Reviews</p> <p>Peter Richards, Prescribing Advisor was in attendance at PPEC to respond to queries raised by members about medication reviews undertaken in General Practice.</p> <p>Peter Richards delivered a presentation that provided a broad range of information about prescribing covering;</p>

	<ul style="list-style-type: none"> • HSE data on prescribed medicines • NICE guidelines • Nottinghamshire Joint Formulary • Medicines optimisation that aims to improve outcomes, ensure patients take their medicines correctly and avoid taking unnecessary medicines, reduce wastage of medicines and improve medicines safety <p>Following the presentation, PPEC members had the opportunity to ask questions and were surprised to learn that around 60% of patients do not take their medication as prescribed.</p> <p>Julie McIntyre spoke about an opportunity for PPEC and PPGs to work closely with the CCGs to promote medication optimisation and usage and self-care. It was agreed this would be considered by the Social Prescribing Workstream.</p> <p>Action; Circulate a copy of Peter Richards presentation to PPEC members.</p> <p>Action; Include prescribing on the next agenda for the Social Prescribing Workstream.</p>
<p>PPEC/87/09/19</p>	<p>Review of Terms of Reference & Common Purpose</p> <p>Julie McIntyre introduced the review of the PPEC Terms of Reference that had been updated to reflect discussion at the previous meeting about PPEC's common purpose. An updated copy of the PPEC Terms of Reference had been circulated prior to the meeting and comments on each section were invited from members.</p> <p>Following review, changes were proposed as follows;</p> <ul style="list-style-type: none"> • Newark meetings to take place between 2 pm and 4 pm • Strengthen to ensure patient views make a difference • Include a term of office for a PPEC member and Chair of 3 years duration • Include reference to issues log and completion of feedback form • Amend attendance requirement of PPEC members from, 80% to 10 out of 12 meetings <p>PPEC members raised concern about the signification workload now placed on the PPEC Chair as a result of a requirement to attend the Quality, Safeguarding and Performance Committee and the Remuneration and Terms of Reference Committee. It was agreed that this should be subject to ongoing monitoring and a review in 6 months.</p> <p>Alex Ball referred to the East Midlands Academic Health Science Network (EMAHSN) Patient Leadership Programme that was in development to support PPEC members in their roles. Proposals for this programme would be presented to PPEC members for consideration.</p> <p>Action: Include the EMAHSN Patient Leadership Programme on the PPEC forward programme.</p>

	<p>Julie Andrews advised that a representation of the Senior Executive Team would attend PPEC meetings from October 2019 a member of the senior executive team would be attending PPEC meetings.</p> <p>Action: Julie Andrews to update the Terms of Reference to reflect discussion at the meeting and circulate to all PPEC members with comments to be returned by Monday 16 September, 2019. Action; Julie Andrews to forward updated PPEC Terms of Reference to Governing Body for review.</p>
<p>PPEC/88/09/19</p>	<p>Local Issues</p> <p>All members were reminded about the process and feedback into the Committee by completing the patient feedback form and presenting it at the meeting. This will allow a log of any issues to be noted, recorded and also allow for information to be retained as an audit trail. Any members unable to attend the meeting should send through their feedback form prior to the meeting to Julie Andrews, Helen Limb or Julie McIntyre only (not to all members of the group), in order that it may be collated and presented at the meeting.</p> <p>Copies of the Issues Log had been circulated to PPEC members prior to the meeting. PPEC members agreed to the closure of all items listed with the exception of issue 06/03/19 regarding the Mental Health Investment Standard, pending confirmation of the year end position for 2019/20.</p> <p>In addition, it was agreed issue 06/04/19 could be closed but the need to ensure arrangements are in place in any new build for people who require reasonable adjustments to access cervical screening.</p> <p>It was noted that Maria de Giorgio, Community and Engagement Officer, Newark and Sherwood CVS was organising a meeting of PPG Chairs in Newark.</p> <p>Sarah Taylor referenced significant delays experienced by a cancer patient in receiving test results. It was agreed that further information would be requested and shared with Julie Andrews and Julie McIntyre. PPEC members were also reminded that any issues relating to patient care should be referred to the Patient Experience Team.</p> <p>Action; Julie Andrews to request confirmation of year end position for 2018/19 in relation to mental health services spending. Action; Sarah Taylor to provide further information regarding delays in accessing cancer test results. Action: Maria de Giorgio to circulate details of PPG Chairs meeting in Newark.</p>
<p>PPEC/89/09/19</p>	<p>Workstream Updates</p> <p>a) Social Prescribing Lesley Watkins reported that the social prescribing survey had been</p>

	<p>completed and would be shared with the newly recruited Link Workers at the next meeting of the workstream on 15 October 2019. Through review of the survey results, PPEC members had identified Top Tips for Links Workers to take into account in service delivery.</p> <p>b) Cancer Services A meeting of the workstream would be scheduled.</p> <p>c) Mental Health Services A further meeting of the workstream would be scheduled.</p> <p>Action; Helen Limb to schedule meetings of the Cancer and Mental Health Services workstreams.</p>
<p>PPEC/90/09/19</p>	<p>a) PPEC Chair’s Report from the Governing Body meeting held on 7 August 2019 and the Quality, Safeguarding and Performance Committee meeting held on 28 August 2019.</p> <p>b) PPEC Highlight Report – August 2019</p> <p>A copy of the PPEC Chair’s Report summarising key issues arising from the Governing Body meeting held on 7 August and the Quality, Safeguarding and Performance Committee meeting held on 28 August 2019 had been circulated prior to the meeting and was noted.</p> <p>A copy of the PPEC Highlight Report had also been circulated for information and was noted.</p> <p>Julie Andrews reminded PPEC members that the End of Life Care Together Team are holding a Conference on Thursday 3 October 2019 from 10am – 4pm at Edwinstowe House, High St, Edwinstowe NG21 9PR. The aim of the event is to bring all organisations, staff, carers and patient representatives together to showcase the work within the service that has taken place within the last 12 months.</p> <p>The Conference will also feature key note speakers from the Chief Executive of Nottingham Hospice and also the Mid Nottinghamshire End of Life Clinical Lead. PPEC members were asked to promote this event across their groups and networks and anyone interested should contact Katie Swinburn to register for the event.</p> <p>PPEC members offered their congratulations to Katie Swinburn on her promotion and secondment to the position of Engagement Manager in Greater Nottingham. PPEC members requested that their thanks be formally recorded and a note of thanks be sent to Katie Swinburn.</p> <p>Action: Julie Andrews to send note of thanks to Katie Swinburn on behalf of PPEC members.</p>
<p>PPEC/91/09/19</p>	<p>Key Messages to Joint Meeting of CCGs’ Governing Bodies</p> <p>PPEC members agreed the key messages to be shared at the joint meeting of the CCGs’ Governing Bodies should be:</p>

	<ul style="list-style-type: none"> • Seek assurance that planning for Brexit on 31 October 2019 is being progressed in the NHS locally. • Request that the Governing Body review and agree the updated PPEC Terms of Reference
PPEC/92/09/19	<p>Agenda items for next meeting;</p> <p>Home First Integrated Discharge Team to attend to provide updates and presentation.</p>
PPEC/93/09/19	<p>Accountable Officers Report</p> <p>A copy of the Accountable Officers Report as presented to the meeting in common of the Governing Bodies held on 7 August 2019 had been circulated to PPEC members prior to the meeting for information. The report included updates on Nottingham Treatment Centre, ICS, appointment of ICP leads, Primary Care Networks, Annual Reports, Accounts and Annual Public Meetings. In addition engagement and media updates were provided.</p> <p>PPEC members noted the report.</p>
PPEC/94/09/19	<p>Integrated Care System (ICS) Board Summary</p> <p>A copy of the summary arising from the ICS Board meeting held on 12 July 2019 had been circulated to PPEC members prior to the meeting for information. The summary included updates on the ICS Outcomes Framework, ICS Strategy, ICP updates and a performance deep dive on cancer services.</p> <p>PPEC members noted the report.</p>
PPEC/95/09/19	<p>Health and Wellbeing Board Summary</p> <p>A copy of the summary of the Nottinghamshire Health and Wellbeing Board Summary held on 5 June 2019 had been circulated to PPEC members for information. The summary included updates on community resilience, Better Care Fund performance, improving air quality pharmaceutical needs assessment and NHS Long Term Plan in Nottinghamshire.</p> <p>PPEC members noted the report.</p>
PPEC/96/09/19	<p>Date of next meeting:</p> <p>The next meeting will take place on Tuesday 1 October 2019 from 4 pm to 6 30 pm in Meeting Rooms 2 & 3, Birch House, Southwell Road, Mansfield, NG21 0HJ.</p>