

**Minutes of the meeting and development session of the Patient and Public Engagement Committee (PPEC) held on Monday 5 August 2019, Miller Suite, Ashfield Health and Wellbeing Centre, Portland Street, Kirkby in Ashfield, NG17 7AE**

**Present:**

Julie McIntyre, Chair, Mansfield South Patient Participation Groups  
 Mary Hodgeon, Vice-Chair, Newark Patient Participation Groups  
 Cllr. Barry Answer, Mansfield District Council  
 Colin Barnard, Diabetes Patient Groups  
 Jim Barrie, Newark Patient Participation Groups  
 Maria de Giorgio, Newark and Sherwood CVS  
 Richard Hayward, Carers  
 Pat Kelsey, Sherwood Patient Participation Groups  
 Ann Mackie, Disability Groups  
 Deb Morton, Healthwatch Nottingham and Nottinghamshire  
 Peter Robinson, Ashfield North Patient Participation Groups  
 Sarah Taylor, Ashfield Voluntary Action  
 Lesley Watkins, Mansfield CVS  
 Cllr. David Walters, Ashfield District Council

**In Attendance:**

Julie Andrews, Engagement Manager  
 Lewis Etoria, Head of Communications and Engagement  
 Katie Swinburn, Engagement Officer

<p><b>PPEC/82/08/19</b></p>	<p><b>Welcome and Introductions</b></p> <p>Julie McIntyre opened the meeting and led a round of introductions.</p> <p>A warm welcome was extended to Richard Hayward, who had been appointed to represent Carers and was attending his first meeting.</p>
<p><b>PPEC/83/08/19</b></p>	<p><b>Apologies for Absence</b></p> <p>Apologies for absence were received from;</p> <ul style="list-style-type: none"> <li>• Linda Dales</li> <li>• Jean Kirk</li> <li>• Gilly Hagen</li> </ul>
<p><b>PPEC/84/08/19</b></p>	<p><b>Declarations of Interest</b></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 this agenda. No other declarations were made.</p> <p>Richard Hayward, who was new to the group to complete and return a Declarations of Interest Form to Julie Andrews.</p> <p><b>Action: Richard Hayward to complete and return form to Julie Andrews</b></p>

<p><b>PPEC/85/08/19</b></p>	<p><b>Minutes of last meeting held on Tuesday 2 July 2019</b></p> <p>The minutes of the last meeting held on Tuesday 2 July 2019 were agreed as an accurate record of the discussion that took place at that meeting.</p>
<p><b>PPEC/86/08/19</b></p>	<p><b>Matters Arising &amp; Issue Log</b></p> <p>An updated copy of the issues log had been circulated with the papers for the meeting.</p> <p>A new format had been produced for the action log detailing closed issues, ongoing issues which were awaiting a response and also issues that the PPEC members needed to review and decide how they should be progressed.</p> <p><b>Issue 01/04/19</b> – Patient Participation Group (PPG) Networking Event took place on the 23 July 2019. Completed. Copy of presentation to be circulated to PPEC members.</p> <p><b>Issue 02/04/19</b> – Ongoing – Work is taking place with PPGs and Practices to ensure that the PPEC members are fulfilling their role around engaging and involving PPGs from their relevant areas</p> <p><b>Issue 03/04/19</b> – Community Pain – Positive Feedback received and Gilly Hagen has kindly agreed to write a patient story/experience following the transfer of the pain management service.</p> <p><b>Issue 04/04/19</b> – Audits are now being undertaken on the provision of hydraulic examination tables in surgeries in the area to understand current provision with the installation of hoists being progressed in the future through new builds. Matter to be closed.</p> <p><b>Issue 05/04/19</b> – Matter to be aligned to Mental Health Issue 06/0319.</p> <p><b>Issue 04/03/19</b> – Peter Robinson to arrange a meeting with Andrew Pountney, Clinical Director for Ashfield North around PCNs and PPGs.</p> <p><b>Issue 06/03/19</b> – Further clarification to be sought around the mental health funding and the current spending. Julie McIntyre agreed to raise this issue and feedback at the next meeting. It was agreed that this matter would remain open, subject to a full response being provided.</p>
<p><b>PPEC/87/08/19</b></p>	<p><b>Local Issues</b></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, Katie Swinburn 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>Peter Robinson highlighted there is still a gap in PPEC around engaging and involving patients and public and organisations from the wider membership forum.</p> <p>Peter Robinson also highlighted that he had been in discussion with Lucy Dadge around the gap in service at SFHT as a result of the withdrawal of funding for services provided by the Stroke Association. Further information has been requested and will be circulated upon receipt.</p> <p>Colin Barnard informed the Committee that the mid Nottinghamshire Diabetes Group had been suspended although work was continuing at an ICS level. Further details to be provided following restructure within organisations to understand the direction of travel for groups once positions have been filled.</p>
<p><b>PPEC/88/08/19</b></p>	<p><b>Workstream Updates</b></p> <p><b>Social Prescribing</b> The PPEC workstream have produced a survey which is currently live until the 16 August 2019. Further efforts to be made at events this week and promotional via other networks to increase response rate. The next meeting is taking place on the 20 August 2019 to review the results and ascertain next steps.</p> <p><b>Cancer</b> Jean Kirk has previously met with Simon Oliver and there was an expectation that Jim Barrie and Barry Answer would also be meeting with Simon Oliver. Julie Andrews confirmed that contact would be made with Simon Oliver to arrange a meeting to discuss next steps and what actions are required for the PPEC members aligned to the workstream.</p> <p><b>Mental Health</b> A further meeting is to be reconvened to discuss with Sally Dore around how PPEC can be involved moving forward.</p> <p><b>Action: Julie Andrews to make contact with Simon Oliver and Sally Dore to arrange meetings to progress the Cancer and Mental Health Workstreams.</b></p>
<p><b>PPEC/89/08/19</b></p>	<p><b>PPEC Common Purpose</b></p> <p>The main agenda item at the meeting was for PPEC members to define their common purpose.</p> <p>Julie Andrews presented to the PPEC Members and began with a thank you to all members for their contributions to the Committee over the last 18 months and for their continued help and support to the CCGs.</p> <p>Julie Andrews provided an overview to the Committee around the emerging landscape of the NHS that includes the Integrated Care System, Integrated Care Partnership and PCNs to better understand how the</p>

	<p>PPEC fits within the new structures.</p> <p>At the PPEC meeting on the 2 July 2019 community and voluntary sector (CVS) colleagues provided an overview of the work that they carry out in partnership with the CCGs. The CVS confirmed that they value the support and input from PPEC members and were asked to provide any further feedback around how the CVS can support the PPEC and networks moving forward.</p> <p>The CVS are currently funded by the CCG until September 2019 and are subject to a Service Benefit Review. PPEC members were invited to be involved in this review by expressing an interest to Julie Andrews or Katie Swinburn.</p> <p>The PPEC members were asked to reflect over the last 18 months and to consider what their achievements had been. These are outlined below: -</p> <ul style="list-style-type: none"> <li>• Contributing to the CCGs' Commissioning Intentions and providing input to public facing documents</li> <li>• Producing a workplan in line with the commissioning intentions and working with commissioning leads</li> <li>• Producing and carrying out a Social Prescribing Survey to understand the local communities' needs in order that this information can be feed into the new Social Prescribing Link Workers who are currently being recruited to each Primary Care Network</li> <li>• Being part of the service transformation work including End of Life, NHS App and Community Pain Management</li> </ul> <p>Following the presentation the group were asked to split into three groups to look at specific questions including:-</p> <ol style="list-style-type: none"> <li>1. What do I bring to PPEC – Consider our strengths and expertise</li> <li>2. What is PPEC's common purpose?</li> <li>3. What opportunities does the emerging landscape present?</li> <li>4. What tools/resources would be helpful to you?</li> </ol> <p>The overall outcome from the above questions were collected with the following feedback:-</p> <p><b>What do I bring to PPEC?</b></p> <ul style="list-style-type: none"> <li>• Local knowledge</li> <li>• Access to voluntary sector networks</li> <li>• Local government engagement</li> <li>• Wealth of info from Healthwatch Nottingham and Nottinghamshire network</li> <li>• Represent patients and public across mid-Notts</li> <li>• Good communications to engage with public and patients and sign post concerns</li> <li>• Clarity of thought</li> </ul>
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	<p><b>How has PPEC made a difference? – Achievements</b></p> <ul style="list-style-type: none"> <li>• Highlighting issues around accessibility to cervical screening in general practice for women with a disability</li> <li>• Social prescribing questionnaire – gathering insight to be shared during the induction of Link Workers.</li> <li>• Coming together and strengthening relationships</li> <li>• Engaging with networks/ communications with PPGs and also CCG levels</li> <li>• Structures around reporting/feedback and issues</li> <li>• Should PPEC be focused at an ICS level or ICP?</li> </ul> <p><b>Key discussion points</b></p> <p><b>What is PPECs common purpose?</b></p> <ul style="list-style-type: none"> <li>• Seeking assurance that wider views have been sought before decisions are made</li> <li>• Bringing analytical skills to discussions and speaking freely</li> <li>• Feeding in views from the communities and making sure that feedback from networks is included</li> <li>• Influencing decision making around service changes to ensure clear pathways are in place across health and social care</li> </ul> <p><b>What opportunities does the emerging landscape present?</b></p> <ul style="list-style-type: none"> <li>• Partnerships</li> <li>• Local population needs</li> <li>• Local services and how and when to access</li> <li>• Plans and benefits in local community settings (signposting/pathways)</li> <li>• Evidence of impact of engagement</li> <li>• Value of PPI/E needs to be recognized by all emerging structures</li> <li>• Open and transparent decision making</li> <li>• Influencing engagement in Primary Care Networks</li> <li>• Integration of all engagement activity across the system</li> </ul> <p><b>What tools/resources would be helpful to you?</b></p> <ul style="list-style-type: none"> <li>• Clarification of the remit of the CCG</li> <li>• Simple policy documents for PPEC members</li> <li>• What does the CCG want from PPEC to inform commissioning?</li> <li>• Understanding the skills and knowledge in PPEC</li> <li>• Patient leadership programmes</li> <li>• Understanding who is accountable for the issues PPEC raise</li> </ul> <p><b>Action: PPEC Members to inform Julie Andrews around being involved in the CVS' Service Benefit Review.</b></p> <p><b>Action: Information to be reviewed and used to update PPEC's Terms of Reference and to inform future development sessions.</b></p>
<p>PPEC/90/08/19</p>	<p><b>Joint Meeting of Governing Bodies and Quality Risk and Safeguarding Committee 4 and 24 July 2019</b></p> <p>Copies of the reports produced by Julie McIntyre were circulated to the Committee with the papers. A copy of the Highlight Report and Chief</p>

	Officers Report were also circulated for information purposes. The information contained within the reports was noted.
<b>PPEC/79/07/19</b>	<b>Key Messages to Joint Meeting of CCGs' Governing Bodies</b>  PPEC members agreed the key messages to be shared at the joint meeting of the CCGs' Governing Bodies should be: <ul style="list-style-type: none"><li>• PPEC requested that there should be clear areas from the Governing Body for consideration at future PPEC meetings</li><li>• Feedback to be provided to the Governing Bodies around the development session and the key themes arising from the session.</li></ul>
<b>PPEC/80/07/19</b>	<b>Agenda items for next meeting;</b>  Home First Integrated Discharge Team to attend to provide updates and presentation.
<b>PPEC/81/06/19</b>	<b>Date of next meeting:</b>  The next meeting will take place on Tuesday 3 September between 11am and 1.30pm in the CCG Meeting Room at Balderton Primary Care Centre, Lowfield Lane, Balderton, NG24 2HJ.