

Minutes of the meeting of the Patient and Public Engagement Committee (PPEC) held on Tuesday 30 April 2019 in the CCG Meeting Room, Balderton Primary Care Centre, Lowfield Lane, Balderton NG24 3HJ

Present:

Julie McIntyre, Chair, Mansfield South Patient Participation Groups
 Mary Hodgeon, Vice-Chair, Newark Patient Participation Groups
 Colin Barnard, Diabetes Groups
 Jim Barrie, Newark Patient Participation Groups
 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 Community & Voluntary Service

In Attendance:

Julie Andrews, Engagement Manager
 Katie Swinburn, Engagement Officer
 Andy Evans, Programme Director, Connected Nottinghamshire

<p>PPEC/47/04/19</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 Andy Evans, Programme Director, Connected Nottinghamshire, who was in attendance to provide an update on the Digital Strategy for Nottingham and Nottinghamshire.</p>
<p>PPEC/48/04/19</p>	<p>Apologies for Absence</p> <p>Apologies for absence were received from;</p> <ul style="list-style-type: none"> • Cllr. Barry Answer • Gilly Hagen • Cllr. Helen Hollis • Deb Morton • Jean Kirk
<p>PPEC/49/04/19</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 this agenda. No other declarations were made.</p> <p>It was confirmed that all members had completed their Conflict of Interest forms.</p>
<p>PPEC/50/04/19</p>	<p>Minutes of last meeting held on 2 April 2019</p> <p>The minutes of the last meeting held on Tuesday 2 April 2019 were agreed as an accurate record of the discussion that took place at that meeting.</p>

<p>PPEC/51/04/19</p>	<p>Matters Arising PPEC/39/04/19 Non-Emergency Patient Transport Service (NEPTS)</p> <p>Lengthy discussion took place about the request for PPEC members to gather feedback from their groups and networks about NEPTS using the presentation and pro-forma that had been circulated. There was a general consensus that PPEC members had found it difficult to engage with their groups using the briefing, presentation and pro-forma provided. It was suggested more information would be helpful to set the context and questions posed to facilitate a more informed discussion. In addition, more time was requested to ask questions of presenters and it was agreed use of scenarios are often helpful to deliver messages more effectively.</p> <p>Following lengthy discussion, Julie McIntyre encouraged members to complete the previously circulated pro-forma and return by end May 2019.</p> <p>It was confirmed that a helpful response had been received from Healthwatch.</p> <p>With regard to context, PPEC members were reminded of the NHS Long Term Plan that describes the direction of travel for the NHS. Within Nottingham and Nottinghamshire the local strategy will be developed and will be informed by the insight gathered through the 'What Matters to You' campaign.</p> <p>Action: All members to complete the pro-forma regarding NEPTs and return it by the end May 2019.</p>
<p>PPEC/52/04/19</p>	<p>Digital Strategy</p> <p>Andy Evans, Programme Director, Connected Nottinghamshire, delivered a comprehensive presentation on the Digital Strategy for Nottingham and Nottinghamshire that covered;</p> <ul style="list-style-type: none"> • use of technology in supporting patients to manage their lives better in the future. • Role of Connected Nottinghamshire <ul style="list-style-type: none"> ◦ Successes arising from current IT strategy that included the implementation of a GP repository for clinical care and ehealthscope that has prompted 8,000 interventions every month • Public Facing Digital Services • Use of digital services to support people to manage their own care better using active signposting, new types of consultation, community connectivity and providing information that is relevant to the individual • NHS App is the beginning of journey. All GP practices in Nottinghamshire are now online. • Connected Nottinghamshire are presently procuring a range of services to support Public Facing Digital Services • Programme of work being progressed through charitable organisation the 'Good Things Foundation' in Mansfield to help and support people to get online and use the technology that is available. • Described what it means for patients using a story board and how technology can support self-care

	<ul style="list-style-type: none"> Phase 2 of the programme will focus on General Practice and maternity care and this is being linked into the Local Maternity System. <p>Clarification was requested as to whether the functionality of shared records would be available outside Nottinghamshire at Lincoln or Grantham for example. Andy Evans confirmed that sharing records continues to be problematic outside the area, however, EMAS have access to shared records but don't use them consistently. Challenge is sometimes required from the patient as the technology is there, as in the shared record, but clinicians don't always refer to it.</p> <p>Lesley Watkins, Mansfield CVS registered an interested in being involved in the development of a digital inclusion project to support people to be confident in the use of technology.</p> <p>A further question related to clarification of extra provision to support more vulnerable members of the community to use technology, eg those with a chaotic lifestyle or mental health issues. It was confirmed there would be an offer but it may not be sufficient to meet the needs of everyone. Sometimes people do not wish to hear what technology is telling them so will delete it.</p> <p>In response to a question, it was confirmed that the NHS App and other technology will be available for use on all digital platforms including mobile phones, personal computers and tablets.</p> <p>Andy Evans requested PPEC members' support and posed the following questions;</p> <ul style="list-style-type: none"> Review and checkpoint – can you help? Are you the best placed people or do you know someone who would be right for this? How can we get the message out? How do we reach the man, woman, child on the street? How can we harness 'public' power? Anyone fancy being on television? <p>In response to the above, it was agreed that this should be considered by PPEC's Social Prescribing Workstream.</p> <p>Action: Include digital strategy within the scope of the Social Prescribing Workstream.</p>
<p>PPEC/53/04/19</p>	<p>Proposed CCG Merger</p> <p>PPEC members were reminded of the evolving system architecture that includes the establishment of Primary Care Networks, Integrated Care Partnerships and the Integrated Care System. To support further understanding of this, Julie McIntyre agreed to circulate a document recently produced by the King's Fund.</p> <p>Julie Andrews referenced a document 'Procedures for clinical commissioning groups to apply for constitution change, merger or dissolution'. This document has been revised following publication of the NHS Long Term Plan in January 2019. The Long Term Plan describes</p>

how the commissioning system will continue to evolve and sets out the intention that by April 2021 all of England will be covered by an Integrated Care System, involving a CCG or CCGs working together with partners to ensure a streamlined and single set of commissioning decisions at system level. Some CCGs will want to merge to facilitate this streamlined and integrated commissioning approach.

In line with this, the 6 CCGs across Nottingham and Nottinghamshire are planning a stakeholder consultation to seek views on a proposed merger of the CCGs. This is likely to commence on 16 May 2019 and conclude on 10 June 2019. Further information will be circulated in due course.

Julie McIntyre referenced changes to governance arrangements to establish meetings in common across the 6 CCGs and advised of her attendance at a meeting of CCG Lay Members to discuss future governance arrangements and Lay Member roles within those arrangements. Julie McIntyre confirmed that she would continue to represent PPEC as a Lay Member at Governing Body meetings in common.

A process is taking place in Greater Nottingham to bring together the engagement structures to reflect the PPEC and they will also identify a Lay Member to attend Governing Body meetings in common. Thursday 2 May 2019 will be the final meeting of the joint meeting of NHS Newark & Sherwood CCG and NHS Mansfield & Ashfield CCG. Similarly other sub-committees have been given final meeting dates and meetings in common will be held across the 6 Nottingham and Nottinghamshire CCGs going forward.

It was noted that PPEC meetings may need to be rescheduled to ensure they are aligned to new dates for Governing Body meetings going forward.

Peter Robinson requested an update on the status of the Citizens Council and the implications of changes to the system architecture on this group. Katie Swinburn reminded PPEC members that a paper would be considered by the Alliance Programme Board at its next meeting on 14 May and followed up thereafter.

Peter Robinson expressed the view that the Integrated Care System (ICS) appears too remote and he was unable to see evidence within current reporting arrangements as to how it is fulfilling a leadership role to oversee the development of Integrated Care Partnerships (ICPs) and hold CCGs to account for changing the way systems work including patient and public involvement.

PPEC members expressed some concern about the potential for dilution of engagement within the new system architecture. Julie McIntyre reported that she had made strong representation regarding the need to continue with a PPEC for mid Nottinghamshire and an equivalent in Greater Nottingham. In the event that it is proposed that there is only one group, it was emphasised that there would need to be assurances provided that there is strong patient and public involvement elsewhere.

<p>PPEC/54/04/19</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, 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>Feedback reports were provided by PPEC members. Local issues were noted as;</p> <ul style="list-style-type: none"> • Consistent approach required to PPG engagement in Primary Care Networks • Progress required on PPG networking arrangements to enable PPEC members to fulfil their role more effectively • Clarification of the requirement of service providers in terms of engagement in relation to changing delivery of a service that is commissioned by the CCG • Clarification requested regarding transition arrangements for some patients requiring pain management services between Sherwood Forest Hospitals Foundation Trust and Nottingham University Hospitals NHS Trust to PICS. <p>During recent meetings many issues have been raised about access to transport provision to reduce social isolation. It was acknowledged that whilst this is not a CCG responsibility, it would be helpful for PPEC members to understand the appropriate place to raise such issues.</p> <p>In response to a query about membership of PPEC, it was confirmed that the Terms of Reference were scheduled for review in June 2019 and this would be added to the PPEC Forward Programme.</p> <p>The above issues will be recorded in the issues log and responses requested and circulated to PPEC members.</p> <p>Action: Update Issues Log and obtain responses to issues raised. Action: Include review of PPEC Terms of Reference on Forward Plan for PPEC meetings.</p>
<p>PPEC/55/04/19</p>	<p>PPEC Workplan</p> <p>Two workstreams had met on 29 April 2019 and reports arising from these meetings were presented;</p> <ul style="list-style-type: none"> • Social Prescribing <p>Social Prescribing and prevention agenda. Worksteam members working in partnership with the ICS Project Team had decided to focus on undertaking a survey to provide insight that would inform the implementation Link Workers in each Primary Care Network. The survey would provide an explanation of social prescribing and ask up to seven questions to seek to understand what patients would be prepared to do in</p>

	<p>terms of their own care and what the barriers might be. The survey would be undertaken within at least one practice in each Primary Care Network and across communities. The workstream had agreed to meet again on 17 May at 11 am. A report would be developed to share with the Link Workers as part of their induction.</p> <p>Lesley Watkins had agreed to Chair the Workstream and Gilly Hagen would support as Vice-Chair.</p> <p>Lesley Watkins would attend a Primary Care Network - Peer network event Patient Activation Measures, (PAM's) Health Coaching & Social Prescribing on 15 May 2018 and a regional event.</p> <ul style="list-style-type: none"> • Mental Health <p>Sarah Taylor provided update on the initial mental health workstream meeting. PPEC members were reminded of the CCGs review and refresh of mental health service specifications. The review will;</p> <ul style="list-style-type: none"> • Inform and influence the commissioning of mental health services. • Identify gaps and assess demand against provision. • Use the revision of the service specifications and the linked demand and capacity tool to tighten key performance specifications and thus make improvements to each of the services as needed. • Result in service specifications which allow earlier and more effective delivery reducing the demand for costly interventions such as out of area placements. <p>Workstream members were asked to consider how they may be involved in taking this forward, what the role of PPEC could be and the level of involvement in the process. As some PPEC members had not been able to attend it was decided to progress this at a later date.</p>
<p>PPEC/56/04/19</p>	<p>Joint Meeting of Governing Bodies</p> <ul style="list-style-type: none"> - Report arising from meeting held on 4 April 2019 Copies of Julie McIntyre's report to the Governing Body held on 4 April 2019 had been circulated prior to the meeting, copies were made available at the meeting. The report provided updates on cervical screening, mental health issues at Meden School, PPG engagement and involvement in Primary Care Networks as raised at earlier PPEC meetings. - PPEC Progress Reports – 4 April 2019 and 2 May 2019 Copies of the PPEC Progress Reports presented to the Governing Bodies on 4 April and 2 May 2019 had been circulated prior to the meeting and were noted. - ICS and CCG Communication & Engagement Strategy A copy of the ICS and CCG Communication and Engagement Strategy had been circulated prior to the meeting and was noted.
<p>PPEC/57/04/19</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"> • Feedback from Social Prescribing and Mental Health Workstream meetings • Understand areas CCG not responsible for commissioning and seek clarity about where these issues could be best raised, for example, via the ICS that provides an integrated approach to commissioning. • Extension of cancer health and wellbeing group for Newark patients.
<p>PPEC/58/04/19</p>	<p>Chief Officer's Report</p> <p>A copy of the Chief Officer's Report as presented to the joint meeting of the CCGs Governing Bodies on 4 April 2019 had been circulated prior to the meeting for information. The report providing information regarding;</p> <ul style="list-style-type: none"> • Appointment to posts in the Executive and Senior Management Team • FIT tests for bowel cancer • What Matters To You campaign • Media and communication update • Local Health News • ICS Board Summary Briefing • Engagement Update <p>PPEC members noted the key messages.</p>
<p>PPEC/59/04/19</p>	<p>Date of next meeting:</p> <p>The next meeting will take place on Tuesday 4 June 2019 between 4 pm and 6 30 pm in Meeting Rooms 2 and 3, Birch House, Southwell Road West, Mansfield, NG21 0HJ.</p>