



**West Yorkshire and Harrogate Joint Committee of CCGs
Patient and Public Involvement Assurance Group
Minutes of meeting on Monday 21st January 2019, 2.00-4.00 p.m.
White Rose House, Wakefield**

Present: (CCG PPI Lay members)

- Fatima Khan-Shah, NHS North Kirklees CCG (FKS)
- Kate Smyth, NHS Calderdale CCG (KS)
- Steve Hardy, NHS Wakefield CCG – (SH)
- Max Mclean, NHS Bradford City CCG (MMc)
- Pam Essler, NHS Airedale Craven and Wharfedale CCG – (PE)
- Angela Collins, NHS Leeds CCG – (AC)

In attendance:

- Dr Richard Sloan, Chair, Healthwatch Wakefield (RS)
- Stephen Gregg, Governance Lead, Health and Care Partnership (SG)
- Joanne Rothery, Administration Support Officer, Health and Care Partnership (JR) (notes)
- Jill Dufton, Engagement Manager, Health and Care Partnership (JD)
- Karen Coleman, Communication & Engagement Lead, Health and Care Partnership (KC)

Apologies:

- Kate Kennady, NHS Harrogate and Rural District CCG
- Priscilla McGuire, NHS Greater Huddersfield CCG
- David Richardson, Bradford Districts CCG
- Nigel Ayre, Healthwatch North Yorkshire

Item	Agenda Item	Action
1.	Welcome, introduction and apologies	
	The Chair welcomed Angela Collins to her first meeting and also welcomed Dr Richard Sloan, deputising for Nigel Ayre. Members introduced themselves. Apologies were noted above.	
2.	Declarations of Interest	
	None.	
3.	Minutes of the PPI Assurance Group – 12 November 2018	
	The minutes of the meeting held on Monday 12 November were agreed to be a true and accurate record. (The minutes will be added to the WY&H website).	JR



4.	Actions and Matters arising – 21 January 2019	
	<p>The Group reviewed the action log:</p> <p>Item 6. Improving planned care and reducing variation</p> <p>SG would follow up with Catherine Thompson progress on involving IFR Chairs.</p> <p>Item 10: National PPI Lay members funding bid</p> <p>SG advised that it was proposed to hold a Lay member/Non Executive networking event in April/May 2019, linked to the NHS Long Term Plan and the Partnership five year plan. Members proposed that the invitation be extended to Acute, Mental Health and Community Trust Non Executives.</p>	<p>SG</p> <p>SG/KC</p>
5.	Joint Committee PPI Group work plan	
	<p>SG reported that in line with the 2018/19 work plan agreed at its meeting in August 2018, the PPI Group had reviewed progress reports from each of the programmes over the past 9 months. He updated the Group on the work of the Joint Committee and proposed a work plan for the PPI Group for 2019/20:</p> <p>Cancer – the PPI Group had received an update in November 2018, which had informed the Cancer Alliance progress report to the Joint Committee on 8 January 2019. SG proposed that an update on the smoking cessation campaign would be brought to the Group in April 2019, with a full programme update in June.</p> <p>Elective Care/Standardisation of Commissioning policies - the PPI Group had received an update in September 2018. The first tranche of WY&H commissioning policies was due to be submitted to the Joint Committee in March 2019, with further policies being brought to the Committee during the rest of 2019/20. PE and FKS highlighted the importance of effective communication with patients and the public about policy changes. SG noted that there were a number of questions raised around this programme at the January Joint Committee held in public and this programme is likely to receive significant attention. Using bariatric surgery as an example SH, noted the importance of ensuring that changes took into account the whole care pathway. The Group noted the potential benefits of the Programme engaging with Chairs of Individual Funding Request Panels. SG proposed that the PPI Group be sent the first tranche of commissioning policies before they were considered by the Joint Committee in March. There would be a full programme update to the Group on 8th April.</p> <p>MMc suggested that depending on the nature of the policies going to the Joint Committee in March, it might be useful to meet the Programme Director before the April update. SG would raise this with the Programme Director.</p>	<p>SG</p>



	<p>Maternity – although responsibility for commissioning decisions has not been delegated to the Joint Committee, an update on the programme was submitted to the PPI Group in November 2018. The Group would like to receive a future update in the summer.</p> <p>Mental Health – the PPI Group had received an update in May 2018. It was proposed that further updates be provided to the Group in line with the submission of reports to the Joint Committee.</p> <p>Stroke – the PPI Group had received updates in August and September 2018. At its meeting on 6th November, the Joint Committee had agreed the configuration of hyper acute stroke services across West Yorkshire and Harrogate, together with a hyper acute stroke service specification. Following these decisions, stroke would no longer be the subject of routine reports to the Joint Committee but it was proposed that an update report would be brought to the PPI Group in the Autumn.</p> <p>Urgent and emergency care - the PPI Group had received an update in November 2018. As agreed at that meeting, the Procurement lead will report back to the Group in April on the operationalisation of the Integrated Urgent Care contract.</p>	
	<p>The Group</p> <ol style="list-style-type: none"> Approved the 2019/20 work plan and requested that it be shared more widely, including being added to the website. 	SG
6.	<p>‘Do it once and share’ approach to quality and equality impact assessment</p>	
	<p>SG advised that the Joint Committee has agreed to adopt a consistent ‘Do Once and Share’ approach to quality and equality impact assessment (QEIA). The Group welcomed the approach and made the following comments:</p> <p>SH noted the potential benefits of a ‘whole system’ approach and extending the approach to providers across the Partnership. KS highlighted the importance of assessing the impact on people from poorer communities. MMc noted that there is a need to be mindful of people with learning disabilities and questioned whether CCGs had sufficient capacity to ensure a robust approach to equality assessment.</p> <p>JD noted that an initial engagement assessment tool is attached to the QEIA tool but is not part of an agreed ‘do once and share’ approach. AC informed the group that the Leeds Patient Assurance Group uses a pre-engagement tool to support the assurance process. The Group felt that a ‘do once and share’ approach to engagement would strengthen the assurance process.</p>	
	<p>The Group</p> <ol style="list-style-type: none"> Welcomed the introduction of a systematic and integrated approach to QEIA. Requested more information on how equality assessments would be resourced. Requested that the Joint Committee consider a ‘Do once and share’ approach to engagement. 	<p>SG</p> <p>SG/KC</p>



7.	Communication and Engagement update	
	<p>The Chair invited Karen Coleman and Jill Dufton to introduce this item.</p> <p>NHS Long term plan - the NHS Long Term Plan was published on 7 January 2019. KC summarised the main elements of the plan and how the Partnership would be responding to it. The ‘Next Steps’ document set out the Partnership’s priorities, which were well aligned with the Long Term Plan. We would not therefore be ‘starting from scratch’ in developing our own Five year strategy.</p> <p>Communication and Engagement Plan – in relation to the Long Term Plan, the intention was to build on what our extensive engagement had already told us. The Partnership would be working with local areas and Healthwatch to identify any new priorities or areas of focus.</p> <p>The Communication and Engagement Plan has been shared on the website here</p> <p>‘Looking out for your neighbours’ campaign - This campaign is supported and funded by West Yorkshire and Harrogate Urgent and Emergency Care Programme Board. Research had been conducted across West Yorkshire and Harrogate and the campaign had been built from this local engagement. Karen offered to share the desk research with members. Karen advised that the campaign will be launched on 15th March and is being supported by a number of high profile organisations such as the Jo Cox Foundation.</p> <p>‘The role of the lay member’ infographic – Members agreed there would be value in having an infographic to explain the role of the PPI members and the Group. This would be presented alongside the Group’s Annual Report.</p> <p>Members agreed to send their comments on the infographic to Jill.</p>	PPI Group
8.	AOB	
	<p>It was announced that today was Kate Smyth’s last meeting. The Chair took this opportunity to thank Kate for her contribution to the Group and wish her good luck in her future role.</p> <p>SH added that KS had been an inspirational member of the Group and that she will be greatly missed.</p>	
9.	Date of Next Meeting	
	8 th April 2019, 14.00-16.00. (Informal meeting at 13.00)	