

**West Yorkshire and Harrogate Joint Committee of CCGs
Patient and Public Involvement Assurance Group**

**DRAFT Minutes of meeting held on Monday 14 October 2019, 2pm - 4pm
White Rose House, Wakefield**

Present: (CCG PPI Lay members)

- Steve Hardy, NHS Wakefield CCG (SH) - **CHAIR**
- David Richardson, NHS Bradford Districts CCG (DR)
- Kate Kennady, NHS Harrogate and Rural District CCG (KK)
- Pam Essler, NHS Airedale Craven and Wharfedale CCG (PE)

In attendance:

- Christine Hughes, Communications Manager, WY&H Health and Care Partnership (CH)
- Jill Dufton, Engagement Manager, WY&H Health and Care Partnership (JD)
- Joanne Rothery, Communications and Engagement Support, WY&H Health and Care Partnership (JR)
- Lauren Phillips, Head of Programmes, WY&H Health and Care Partnership
- Nigel Ayre, Healthwatch North Yorkshire (NA)
- Tracy Holmes, Macmillan Communications and Engagement Lead, WY&H Cancer Alliance (TH)

Apologies:

- Angela Collins, NHS Leeds CCG (AC)
- Beth Hewitt, NHS Greater Huddersfield and NHS North Kirklees CCGs (BH)
- John Mallalieu, NHS Calderdale CCG (JM)
- Richard Wilkinson, Lay Member of the Joint Committee of CCGs (RW)
- Stephen Gregg, Governance Lead, Health and Care Partnership (SG)

Item	Agenda Item	Action
1.	Welcome, introduction and apologies	
	Lauren Phillips welcomed everyone to the meeting. Apologies were noted.	
2.	Chair of the PPI Assurance Group	
	Members confirmed that it had been agreed that Stephen Hardy should Chair the WY&H JC of CCGs Patient and Public Involvement Assurance Group.	
3.	Declarations of Interest	
	There were none.	
4.	Minutes of the PPI Assurance Group – 12 August 2019	
	The minutes of the previous meeting (12 August 2019) were agreed to be a true and accurate record. Members noted that the minutes would now be published on the WY&H website.	JR

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5.	Actions and Matters Arising – 12 August 2019	
	<p>The Group reviewed and noted the action log:</p> <ul style="list-style-type: none"> • In respect of Action 4 from the Meeting on 10 June 2019, members noted that the proposed policy in respect of shoulders had already been considered by the WY&H Joint Committee of CCGs at their meeting on 1 October 2019. • In respect of Action 6 from the meeting on 12 August 2019, members noted that an update on the health inequalities would be provided at the meeting scheduled for December 2019. 	
6.	Joint Committee - 1 October 2019	
	<p>Members noted the summary of key decisions from the meeting (in public) of the WY&H Joint Committee of CCGs on 1 October 2019</p> <p>In respect of the WY&H Healthy Hearts Project, Stephen Hardy advised that at the JC of CCGs Meeting he had requested that the guidance should include an 'optimum' cholesterol level for people to aim for, as this might help self-management and this had been agreed by the Project Team.</p>	
7.	Improving planned care programme update	
	<p>Christine Hughes (CH) introduced the paper which provided an update on the programme.</p> <p>Members noted Appendix 1 which summarised the current Patient and Public Involvement across the programme.</p> <p>In respect of the shoulders, members raised concerns that the current waiting lists for access to physiotherapy would not currently allow for access within 2 weeks following a steroid injection (or indeed 72 hours following hydrodeistension injection). The clinical opinion is that individuals should, in most cases, receive no more than two injections into their shoulder joint – an alternative might be to delay the steroid injection until the first physiotherapy appointment is known.</p> <p>In respect of Eye Care Services, members noted that support advice was being built into the relevant pathways being developed.</p> <p>Members noted that that had been a lot of public engagement on MSK: nationally, at a WY&H level and locally and that this was feeding into the relevant strands of work.</p> <p>Members highlighted that had been no local PPI activity in respect of the prescribing work, but accepted that this would be review on a policy by policy basis.</p>	
8.	Cancer	
	Tracy Holmes (TH) updated members on the WY&H Cancer Alliance communications and engagement strategy with a presentation and 2 short	

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	<p>films.</p> <p>Members noted the focus of the WY&H Cancer Alliance programme and some examples of its engagement work that had taken place since the last update to the PPI Group in October 2018, including:</p> <ul style="list-style-type: none"> • Cancer Alliance Community/Patient Panel • Lay Members on the Cancer Alliance Board • Patient Experience Advisory Group <p>Tracy highlighted some of the key challenges, including:</p> <ul style="list-style-type: none"> • making sure that our engagement work is reflective of the diverse communities across WY&H • using communications channels to best effect • involvement of patients still actively involved in treatment where services may have fallen short – valuing and supporting the patient while ensuring focus is on improvement rather than a blame culture • engaging with the general public around the screening and prevention agenda – without the cancer experience ‘filter’ – our new Healthy Communities workstream; and • continually reviewing, evaluating and refreshing our approaches to see what difference we are making. <p>Members thank TH for the update and requested that the slides used be shared via email.</p> <p>Members asked that TH attend a future meeting in 2020 to provide a further update.</p>	
	<p>The Group</p> <p>a) requested that the slides from the meeting be shared via email following the meeting; and</p> <p>b) requested that Tracy Holmes attend a future meeting in approx. 12 months to provide a further update.</p>	<p>TH / JR</p> <p>TH</p>
<p>9.</p>	<p>Communications and engagement update</p>	
	<p>Jill Dufton (JD) introduced the communications and engagement update.</p> <p>Members noted the updates in respect on the Comms and Engagement Strategy, NHS Long Term Plan and the “Looking out for our neighbours” campaign.</p> <p>WY&H Partnership Engagement Manager</p> <p>Members noted that Jill Dufton would be returning to her substantive role at NHS Calderdale CCG on 11 November 2019. Members noted their thanks to Jill for all her work and support to the Group. Members requested that once in post, Jill’s successor be invited to attend a meeting of the Group to meet with members.</p>	

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	<p>Learning Disability Health and Care Champions (working with BTM)</p> <p>Members noted and welcomed the work that was underway in respect of Learning Disability Health and Care Champions.</p> <p>Pam Essler (PE) feedback on a recent presentation she had attended focusing on people with hearing loss and hearing impairments.</p> <p>Development of system-wide guidance on working in partnership with people and communities</p> <p>Members noted that NHS England / NHS Improvement are currently leading work to co-produce with key system partners, guidance for the health and care system on working in partnership with people and communities. JD explained that once further information was available – it would be shared with members of the group.</p>	
	<p>The Group:</p> <p>a) requested that the group meet the new WY&H Partnership Engagement Manager at the earliest convenience once that person was in post; and</p> <p>b) requested that further information about the NHS E / NHS I-led guidance re: partnership working with people and communities be shared with members once available.</p>	<p>SG</p> <p>JD</p>
10.	AOB	
	There were none.	SG
11.	Date of Next Meeting	
	Monday 9 Dec 2019, 2pm – 4pm (Informal Lay member meeting at 1pm)	