



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

**Minutes of meeting held on Monday 15 June, 2pm - 4pm
Microsoft Teams**

Present: (CCG PPI Lay members)

- Stephen Hardy, NHS Wakefield CCG (SH) - Chair
- Beth Hewitt, NHS Greater Huddersfield and NHS North Kirklees CCGs (BH)
- Angela Collins, NHS Leeds CCG (AC)
- Alison Macdonald, NHS Calderdale CCG (AM)
- David Richardson NHS Bradford Districts CCG (DR)

In attendance:

- Stephen Gregg, Governance Lead WY&H Health and Care Partnership (SG)
- Karen Coleman, Communications and Engagement Lead WY&H Health and Care Partnership (KC)
- Joanne Rothery, Communications and Engagement Support, WY&H Health and Care Partnership (JR)
- Catherine Thompson, Programme Director Planned Care (CT)
- Jeanette Miller, Senior Engagement Manager, NHS Wakefield CCG (JT)

Apologies:

None

Item	Agenda Item	Action
1.	Welcome, introduction and apologies	
	The Chair welcomed everyone to the meeting.	
2.	Declarations of Interest	
	There were none.	
3.	Minutes of the PPI Assurance Group – 10 February 2020	
	The minutes of the previous meeting 10 February 2020 were agreed to be a true and accurate record. Members noted that the minutes would now be published on the WY&H website.	JR
4.	Actions and Matters Arising – 10 February 2020	
	The Group noted that the action log had been paused due to changed programme priorities as a result of the response to COVID-19.	
5.	Joint Committee – stocktake	
	SG presented the report, which summarised key developments since the Joint Committee of CCGs had last met in public in January 2020.	

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	<p>COVID had significantly disrupted both services and governance arrangements. Programmes had been refocused to respond to COVID and priorities had shifted. The existing Joint Committee work plan had largely run its course which had meant that there had been no requirement for the Joint Committee to take any formal commissioning decisions during the COVID lockdown. A revised Memorandum of Understanding for Collaborative Commissioning (MoU) had been presented to the individual CCGs for approval. The MoU included a new work plan setting out the decisions delegated to the Joint Committee</p> <p>Moving forward the Joint Committee’s work plan, and that of the PPI Group, would need to evolve to reflect new priorities arising from the stabilisation and reset process and the Commissioning Futures work.</p> <p>Members noted that following CCG mergers, the membership of the PPI Group had reduced significantly and that there was a need to consider the Group’s future membership to ensure that it maintained a ‘critical mass’. Members supported broadening the membership of the Group, for example by inviting other CCG lay members and associate members. SG advised that any formal changes in the membership would need to be approved by the Joint Committee of CCGs. He would raise the issue at the next Joint Committee meeting.</p>	SG
	<p>The Group</p> <ul style="list-style-type: none"> a) Noted the Joint Committee’s 2019/20 annual report and progress in agreeing the new MOU and work plan. b) Noted that the recruitment of a new CCG lay representative on the Joint Committee would shortly be started. c) Noted that the Governance Lead would continue to work with Programme Directors to develop a detailed work plan for the Joint Committee and PPI Group as priorities are developed and confirmed. d) Requested that an update on the Commissioning Futures work be brought to a future meeting of the PPI Group. e) Requested that the Joint Committee be asked to approve further work on the future membership and role of the PPI Assurance Group. 	
6.	Stabilisation and reset	
	<p>Catherine Thompson (CT) and Karen Coleman (KC) presented the item.</p> <p>CT set out the high level approach for supporting system stabilisation and reset. During the COVID-19 pandemic there had been a huge amount of collaboration to allow us to effectively support each other. Many services were stopped or reduced and work is now taking place to restart services, with a particular focus on acute needs, longer term needs such as mental health and addressing health inequalities. As part of the Stabilisation and Reset we have taken the WY&H key principles and looked at what it means in terms of our response.</p>	

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	<p>KC presented the findings of an early draft engagement report on the impact of coronavirus on individual people and communities, which was being used to support the stabilisation and reset approach. The report collated feedback from partners including all West Yorkshire Healthwatch organisations, Yorkshire Cancer Community, Carers UK and Bradford Talking Media. The findings included the personal experiences of over 2,000 people across West Yorkshire and Harrogate.</p> <p>Members welcomed the engagement report and how the findings were being used to influence the stabilisation and reset work. The Group also noted recent report findings published by Public Health England on how COVID-19 had impacted on existing health inequalities. Members noted the need to build further on partnership working, particularly with local authorities.</p>	
	<p>The Group</p> <p>a) Noted the findings of the engagement report on the impact of coronavirus on individual people and communities</p> <p>b) Noted the approach to stabilisation and reset of the WY&H partnership.</p>	
7.	Review of Social Care	
	<p>SG reported that at its June meeting, the Partnership Board had agreed to carry out a WY&H review of social care.</p> <p>This reflected the extent to which COVID had affected care homes and a feeling that nationally, insufficient priority had been given to social care. The Partnership Board felt that a WY&H approach was needed to support a more sustainable social care system.</p> <p>The Group supported the review, noted the critical role of local authorities and emphasised the importance of involving service users in the review from the start.</p>	
	<p>The Group:</p> <p>a) Supported the proposal for a WY&H review of social care.</p>	

8.	Communication and engagement update	
	<p>Karen Coleman (KC) introduced the communications and engagement update. KC highlighted the Community Resilience Virtual Event on Friday 10th July, 11:30am to 1:30pm that will bring together all programmes and host some high profile national speakers.</p> <p>We are refreshing our Communications and engagement plan which will hopefully be available in September/October, and that will take into account the findings from the engagement work that we have been doing.</p> <p>KC advised that a new WY&H grief and loss support service helpline has been launched</p>	
	The Group noted the communication and engagement update.	
9.	AOB	
	None	
10.	Date of Next Meeting	
	Monday 10 th August 2020, 2pm – 4pm (Informal Lay member meeting at 1.30pm) via Microsoft Teams	