

Minutes of the Patient and Public Engagement Committee

Date and time of Meeting:	7 January 2019 11:00 to 13:00
Venue:	Room G10, Number One Riverside

Ratified on:	1 April 2019
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Present:	Denise Dawson Samina Arfan Phil Burton Sarah Cross Michael Dale Karen Kenton Karen Hurley Khadija Tily Alison Mitchell Adrian Palmer Emma Radcliffe Herbert McKenzie Leanne Chorlton	Governing Body Lay Member for Patient and Public Engagement (Chair) HMR CCG Equality and Diversity Lead, HMR CCG Engagement Lead, HMR CCG RADDAG Rochdale PPG Associate Director Joint Commissioning Children, HMR CCG / RMC Director of Operations / Executive Nurse, HMR CCG KYP Head of Communication & Engagement, HMR CCG Voices for All HealthWatch Rochdale Rochdale MIND HMR Circle
In Attendance:	Sally Fisher Aimee Linfield Lee Mackintosh	Administration and Committee Support Officer (minutes) Pride in Practice Voices for All
Apologies:	Charlotte Booth Elaine Gansler Sarah Hickman Jo Hodgkinson Kate Jones	Joint Commissioning – Adult, HMR CCG Barnados Primary Care Improvement Manager, HMR CCG Safeguarding Children Nurse, HMR CCG HealthWatch Rochdale

AGENDA ITEM	ITEM	ACTION
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1 - GOVERNANCE

7/1/19/1.1	Apologies	
	1.1.1 Apologies as noted above	

7/1/19/1.2	Declarations and Register of Interests	
	1.2.1 Members were reminded of their obligation to declare any interest they may have which might conflict with the business of Heywood, Middleton and Rochdale Clinical Commissioning Group.	

	<p>1.2.2 Declarations declared by members are listed in the CCG's Register of Interests. The Register is available either via the Corporate Affairs and Governance Manager or the CCG website at the following link: Declarations of Interests</p> <p>1.2.3 The Chair requested any declarations of interests relating to today's agenda.</p> <p>1.2.4 None were received.</p> <p>1.2.5 The Governing Body agreed to note that there are no declarations of interest.</p>	
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7/1/19/1.3	Minutes of the Patient and Public Engagement Committee on 1 October 2018	
	<p>1.3.1 The minutes of the PPEC meeting held on 1 October 2018 were agreed as a true and accurate record with the following amendment made:</p> <p>3.3.3 – should read “industry <u>best</u> practice taken into account”</p>	

7/1/19/1.4	Matters Arising / Action Log Use of Chairs Actions	
	<p>1.4.1 The Action Log was reviewed and any outstanding actions discussed.</p>	

7/1/19/1.5	Chairs Actions	
	<p>1.5.1 There were no Chair's actions.</p>	

2 - ITEMS FOR DECISION

7/1/19/2.1	Dates for 2019/20 Meetings	
	Declaration of Interest: None	
	<p>2.1.1 The proposed dates for 2019 / 20 meetings were shared with members.</p> <p>2.1.2 It was agreed that the meeting scheduled for 6th January 2020 will be moved to 13th January 2020 to ensure members have time to produce papers following the Christmas period.</p> <p>2.1.3 Members agreed all of the other times and dates for 2019 / 20 PPEC meetings.</p>	

7/1/19/2.2	Annual Engagement Report	
	Declaration of Interest: None	
	<p>2.2.1 The contents of the report were outlined, and key areas highlighted.</p> <p>2.2.2 The report forms the basis of NHSE assessment, and covers the period up to March 2018 as required by NHSE, which means that more recent</p>	

	<p>work is not covered. Members agreed it would be useful for the report to provide more up to date details, and the engagement lead will feedback to NHSE that a reporting period covering the most recent year would be more useful.</p> <p>2.2.3 Difficulties assessing the impact of engagement work were discussed.</p> <p>2.2.4 Information about the NHS ambassador programme was shared, through which NHS careers are promoted within schools. It was advised that RBC have been involved with this to ensure the programme links into transformation work and supports local people to gain employment.</p> <p>2.2.5 It was advised that the CCG's new website is scheduled to go live at the end of January 2019.</p> <p>2.2.6 Members commended the amount of information and evidence provided within the report.</p> <p>2.2.7 The importance of engaging with all age groups was noted, and KYP offered their support around this.</p> <p>2.2.8 Members noted the contents of the report provided.</p>	
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3 - ITEMS FOR DISCUSSION

7/1/19/3.1	Pride In Practice Update	
	Declaration of Interest: None	
	3.1.1 The contents of the paper were outlined, and key achievements outlined.	
	3.1.2 It was advised that once surgeries have signed up more time will be available to promote the scheme to optometry, dentistry and pharmacies.	
	3.1.3 Healthwatch have written to all GP practices promoting sign up to the scheme. Feedback will be provided on how many practices have responded.	KJ
	3.1.4 It was noted that the Dr Bracegirdle at Durnford Medical Centre was enthusiastic about the scheme and may be interested in supporting promotional work. The Pride in Practice Coordinator will contact Dr Bracegirdle to discuss this further.	AL
	3.1.5 It was agreed that the Equality and Diversity Lead, Primary Care Improvement Manager and the Pride in Practice Coordinator will meet to discuss how Pride in Practice can link in with the CCG's ongoing HIV campaigns.	AL / SA / SH
	3.1.6 The Equality and Diversity Lead advised she would discuss inclusion of Pride in Practice in Core+3 with the primary care team, and will also include a section about the scheme in the next Annual Equality Publication.	SA
3.1.7 Members agreed to note the contents of the report provided, and invited the Pride in Practice Coordinator to return to the meeting in January 2020 to provide a further update.	AL	

7/1/19/3.2	Analysis of Patient Stories	
	Declaration of Interest: None	
	3.2.1 This item was deferred.	

7/1/19/3.3	IVF Consultation	
	Declaration of Interest: None	
	3.3.1 The contents of the paper were outlined.	
	3.3.2 A decision was made by the Integrated Commissioning Board (ICB) in February 2018 to consult patients and the public on proposals to reduce funding for three cycles of IVF to funding for one cycle.	
	3.3.3 It was advised that proposal to reduce funded cycles was made due to ever increasing demands on limited health budgets, and the difficulties reaching a decision in this highly emotive area were noted.	
	3.3.4 It was advised that the decision to reduce funding to one cycle of IVF would be in line with most other GM CCGs. This is with the exception of two others who are also in discussion about reducing the number of funded cycles.	
	3.3.5 The six week consultation period will end in mid-January 2019. So far 217 responses have been received, 85 % of which have been from females aged 21 to 40, which is the group it is most likely to effect. 46% respondents are from the M24 postcode, it is currently unclear why.	
3.3.6 The outcome of the consultation will be discussed at ICB on 29 th January 2019, where a decision will be made.		
3.3.7 Members agreed to note the contents of the report provided.		

7/1/19/3.4	Update on National and Over The Counter Medications	
	Declaration of Interest: None	
	3.4.1 A verbal update was provided.	
	3.4.2 NHS England have advised CCGs of the need to undertake public consultation on reducing prescribing of over-the-counter (OTC) medicines for minor, short-term health concerns. A GM wide consultation is planned, which will cover a slightly wider group of medications than that suggested by NHSE.	
	3.4.3 Many of the medications currently prescribed are easily and cheaply available over the counter, and will significantly reduce costs to the NHS if not prescribed. The efficacy of some treatments currently available on prescription has also been questioned.	
3.4.4 It was noted that there are a few medications on the list that are more costly, and could have a significant impact if they are not easily available to everyone e.g. not prescribing head lice treatment could potentially lead to an outbreak in schools.		

	<p>3.4.5 The consultation will be launched once a GM wide approach has been agreed, and the survey and consultation documents will be circulated to members once approved.</p> <p>3.4.6 Members noted the verbal update provided.</p>	PB
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7/1/19/3.5	NES Clinical Strategy		
	Declaration of Interest: None		
	3.5.1 The contents of the paper were outlined.		
	3.5.2 The Clinical Strategy Group lead on reconfiguration of services across the Northern Care Alliance (Pennine Acute NHS Hospital Trust and Salford Royal NHS Foundation Trust combined Trusts) footprint.		
	3.5.3 Members of the HMR CCG's communications team and Healthwatch attend the meetings, ensuring that necessary patient and public engagement takes place.		
	3.5.4 A feasibility study looking at transport has been completed, and will feed into reconfiguration work.		AM
	3.5.5 Once further information is available, including proposed configurations of services, this will be shared with members.		AM
	3.5.6 It was queried whether disability groups will be involved in the process, this information will be sought and confirmed. It was confirmed that the Equality and Diversity Lead has also been involved for equality analysis.		AM
3.5.7 Members noted the contents of the report provided. A further update will be provided at the next PPEC meeting in April 2019.			

7/1/19/3.6	Children in Care Council (The Zone) Emotional Health Consultation	
	Declaration of Interest: None	
	3.6.1 The contents of the report were outlined.	
	3.6.2 The report provided details of comments made and actions agreed following on from the Children in Care Council consultation regarding emotional health in November 2018.	
	3.6.3 Progress around this will be monitored by the Quality and Safeguarding committee, and feedback on actions will be provided to the young people present at the consultation. Comments made will also be taken into consideration in future commissioning.	
	3.6.4 Healthwatch Rochdale are currently in the planning phase of a CAHMS project in partnership with Healthwatch Bury, Oldham and Trafford. This will involve a survey and three focus groups within the borough for those parent/guardians of those who are using this service.	
3.6.5 Healthwatch and the CCG's Safeguarding Children Nurse have met to discuss support with the CAMHS project, and evidence from this report will be used in the Healthwatch CAMHS report. Healthwatch		

	also plan to attend the Children in Care Council as part of their survey.	
3.6.6	An update on the recommendations detailed in the paper will be brought to PPEC on 1 st July 2019.	JH
3.6.7	Details of the report will be included in the next annual engagement report.	SA
3.6.8	Members agreed to note the contents of the report provided.	

4 – COMMUNICATIONS

7/1/19/4.1	Task and Finish Groups Update	
	Declaration of Interest: None	
	4.1.1 No update was provided as no task and finish groups have taken place.	

7/1/19/4.2	Commissioning Business Engagement Update	
	Declaration of Interest: None	
	4.2.1 A verbal update was provided.	
	4.2.2 The IVF consultation has been a significant piece of work for the commissioning team due to being part of the CCG's QIPP programme.	
	4.2.3 Commissioners are looking at other areas where efficiencies can be made, and will consult with patients and the public if significant changes are proposed.	
	4.2.4 Recent media attention around the proposed changes to the posture and mobility service were discussed. It was advised that changes relate to a realignment of the service rather than a cost saving, which may not have been clearly communicated externally.	
	4.2.5 Other current priorities for the commissioning team are access to cancer services, urgent care, primary care pathways and adult mental health.	
4.2.6 Commissioners and members of the PMO team are booked onto Equality Analysis Masterclass so that they can ensure equality issues are addressed early on in the commissioning process.		
4.2.7 Members noted the verbal update provided.		

7/1/19/4.3	Primary Care Business Engagement Update	
	Declaration of Interest: None	
	4.3.1 No update was provided, however it was agreed the Primary Care Improvement Manager will be asked to share any relevant update with members.	
		KK / SH

7/1/19/4.4	Equality and Diversity Update	
	Declaration of Interest: None	
	<p>4.4.1 The contents of the report, which contains the draft Annual Equality Publication (AEP), were outlined. The report was previously shared with members in December 2018 to give an opportunity for feedback, however no comments were received.</p> <p>4.4.2 The AEP will be taken to Governing Body on 18th January 2019 for approval.</p> <p>4.4.3 Key differences from the previous year's AEP were highlighted. The current version includes information about EDS2 grading sessions, equality and diversity within NHS employers, and details achievements around the WRES expert programme.</p> <p>4.4.4 Members agreed to note the contents of the report, and commended it, acknowledging the amount of work undertaken to complete the AEP.</p>	

7/1/19/4.5i	Third Sector Members Update - MIND	
	Declaration of Interest: None	
	<p>4.5.1.i The Get Active 4 Life project, which supports those on a low income with a sedentary lifestyle to engage in activity, has now gone live.</p> <p>4.5.2.i An Engage 2 conference is planned for 27th March 2019. This will draw on best practice, and explore and evaluate the experiences of refugees and asylum seekers using health care services. The experiences of health care staff working with refugees and asylum seekers will also be shared.</p> <p>4.5.3.i A training session to support surgery staff to work with asylum seekers and refugees has been held, and was attended by about 25 people.</p> <p>4.5.4.i Rochdale MIND are working with five other GM MINDs to deliver free counselling, mindfulness and CBT to blue light personnel in order to support emotional wellbeing.</p> <p>4.5.5.i The CCG's safeguarding team will be asked if they wish to access this service, and if so will request more information from MIND.</p> <p>4.5.6.i Members agreed to note the contents of the report provided.</p>	KH

7/1/19/4.5ii	Third Sector Members Update - RADDAG	
	Declaration of Interest: None	
	<p>4.5.1.ii A verbal update was provided.</p> <p>4.5.2.ii Responses have now been received from the loneliness survey, and it will be decided whether a specific project is needed or signposting to other agencies will suffice once the outcome is known. RADDAG will link in with partners if required.</p> <p>4.5.3.ii The annual equality calendar has been released, and is available through RBC's website. The link for this will be shared with</p>	SC

	<p>members.</p> <p>4.5.4.ii A hate crime ambassador project has been developed with RBC. Community members will be trained up as ambassadors in order to support members of the public to either report hate crime through existing channels, or to report on their behalf.</p> <p>4.5.5.ii Previously members of the public have been expected to report hate crime to reporting centres, however it has been advised that these are not used. There are also currently issues around underreporting.</p> <p>4.5.6.ii Two ambassador training dates have been arranged, and members were invited to contact RADDAG if they wish to be involved, particularly third sector members who have regular contact with the public. Feedback on training events will be provided to members.</p> <p>4.5.7.ii GM hate crime week will take place 4th to 10th February 2019, and ambassadors will be launched during this time.</p> <p>4.5.8.ii Hate crime in schools was discussed. This is currently classed as bullying, and RADDAG are also undertaking some work around this.</p> <p>4.5.9.ii Members noted the verbal update provided.</p>	<p>ALL SC</p>
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7/1/19/4.5iii	Third Sector Members Update – Voices for All	
	Declaration of Interest: None	
	<p>4.5.1.iii A verbal update was provided.</p> <p>4.5.2.iii A new adult counselling service, provided by five voluntary professional counsellors, will be launched shortly. This will be available at locations across HMR, and people can either self refer or ask a GP or support worker to refer them. Referral forms are also available on the Voices for All website.</p> <p>4.5.3.iii Voices for All have applied for funding to run a LGBT dementia support group after finding there is not currently one running locally.</p> <p>4.5.4.iii The CCG’s dementia strategy is currently under review, and Voices For All were asked to link in with this if funding is received.</p> <p>4.5.5.iii A request was also made that the CCG’s commissioner for mental health be made aware of the proposed support group.</p> <p>4.5.6.iii Members noted the verbal update provided.</p>	<p>AP</p> <p>AP</p>

7/1/19/4.5iv	Third Sector Members Update - Barnados	
	Declaration of Interest: None	

	<p>4.5.1.iv No update was provided.</p> <p>4.5.2.iv Barnados have been unable to attend recent PPEC meetings due to limited resource, the CCG Engagement Lead will contact them to ask what their current position is with regards to attending future meetings.</p>	PB
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7/1/19/4.5v	Third Sector Members Update - Healthwatch		
	Declaration of Interest: None		
	<p>4.5.1.v The contents of the report were outlined.</p> <p>4.5.2.v Engagement and focus groups will shortly commence regarding CAMHS services. The link to surveys will be shared with members.</p> <p>4.5.3.v Healthwatch will be consulting with the public on what areas they'd like Healthwatch to focus on. Results will be shared with members once available.</p>		ER
	4.5.4.v Members agreed to note the contents of the report provided.		ER

7/1/19/4.5vi	Third Sector Members Update - KYP		
	Declaration of Interest: None		
	<p>4.5.1.vi The contents of the report were outlined.</p> <p>4.5.2.vi Phase one of the cancer project is now complete and was reported to have been very successful.</p> <p>4.5.3.vi It was noted that significantly less men than women attended the workshops held, and so the need to ensure more men engage in phase two has been recognised.</p> <p>4.5.4.vi Support sessions will be held at KYP, and will be culturally specific. Feedback on sessions has been very positive and there has been an overwhelming response. A report has been drafted and will be brought to the next PPEC meeting.</p> <p>4.5.5.vi With regards to the Ambition for Aging project, it was noted uptake in the Smallbridge area was low, thought to be due to the area lacking a unified community.</p> <p>4.5.6.vi Volunteers are being sought for the Smallbridge steering group, either to work on projects or to directly support people, and any referrals were welcomed.</p>		KT
	4.5.7.vi Members agreed to note the contents of the report provided.		KT

7/1/19/4.5vii	Third Sector Members Update - Circle	
	Declaration of Interest: None	

	<p>4.5.1.vii A verbal update was provided.</p> <p>4.5.2.vii Circle have been awarded the tender for the Volunteer Driver Service for a two year period, with a possible third year extension.</p> <p>4.5.3.vii Landmark achievements have recently been reached by the organisation, including 10,000 hours of practical support given, and bookings for over 100,000 miles of volunteer driving have been taken. It was noted that many volunteer driver bookings are for medical appointments.</p> <p>4.5.4.vii Two delegations from Korea have visited Circle in order to learn from their ways of working around reducing social isolation amongst older people.</p> <p>4.5.5.vii The possibility of Circle services expanding further afield to other parts of GM and the UK are currently being discussed with funding bodies.</p> <p>4.5.6.vii Members noted the verbal update provided.</p>	
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7/1/19/4.5viii	Third Sector Members Update – Patient Participation Group	
	Declaration of Interest: None	
	<p>4.5.1.viii A verbal update was provided.</p> <p>4.5.2.viii The PPG have agreed for M Dale to continue to chair the group for a further two years.</p> <p>4.5.3.viii A current priority for the PPG is to encourage more patients to attend the group.</p> <p>4.5.4.viii Rochdale PPG have now taken over running of the Heywood and Middleton group. They have invited Heywood and Middleton members to attend Rochdale meetings but no one has attended yet. A meeting will be arranged for Heywood and Middleton to try and encourage uptake.</p> <p>4.5.5.viii PPG members have noted difficulties accessing the pain management service, with patients reporting getting stuck in a cycle of GP referral to the service, who pass on to a physiotherapist, who then refer back to the GP.</p> <p>4.5.6.viii It was advised that the CCG are aware of issues around the service, and these have been raised with the providers and discussed at the Quality and Safeguarding Committee.</p> <p>4.5.7.viii Members noted the verbal update provided.</p>	

7/1/19/4.6	Graphnet / Share for You Update	
	Declaration of Interest: None	
	<p>4.6.1 The contents of the report were outlined.</p> <p>4.6.2 It was advised that Share for You will link up patient records from local health and social care organisations in order to provide more</p>	

	streamlined care.	
	4.6.3 Share for You will go live shortly, and patient information is available through leaflets, posters and online at www.hmrshareforyou.nhs.uk .	
	4.6.4 Patients are able to opt out of their records being shared with other organisations, and can do so at their GP surgery at any time.	
	4.6.5 A member asked whether out of hours records are included in Share for You, this will be checked and fed back to members.	AM
	4.6.6 Members agreed to note the contents of the report.	

7/1/19/4.7	Website Update	AM
	Declaration of Interest: None	
	4.7.1 The contents of the report were outlined.	
	4.7.2 Views from third sector organisations have been taken into account and incorporated into the new website.	
	4.7.3 The website will be launched at the end of January 2019. Prior to this it will be shared with certain groups for final comment. Members will be informed when the new site goes live.	
	4.7.4 Members agreed to note the contents of the report provided.	

5.0 ITEMS FOR INFORMATION ONLY – no items

7/1/19/5.1		
	5.1.1 No items for information only were provided.	

6 - ANY OTHER URGENT BUSINESS

7/1/19/6.1	AOB	ALL
	<ul style="list-style-type: none"> • Transformation Programme Engagement Event • GM Devolution Roadshow • Time to Talk 	
	Declaration of Interest: None	
	6.1.1 <i>Transformation Programme Engagement Event</i> : This public and stakeholder event will be held from 5.45 pm on 17 th January 2019 at Middleton Masonic. All members were asked to share details of the event.	
	6.1.2 <i>GM Devolution Roadshow</i> : The GM Devolution Reference Group have planned a roadshow across GM, which will visit KYP date to be confirmed. The date and further details will be shared with members once available.	
	6.1.3 <i>Time to Talk</i> : MIND have organised their annual Time to Talk event, which will be held from 9.30 am to 2 pm on 7 th February 2019 at Number One Riverside. Posters detailing the event were shared with	KT

	members.	
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DATE AND TIME OF NEXT MEETING
Monday 1 st April 2019 10.30 to 12.30 G10, Number One Riverside