

## Minutes of the Patient and Public Engagement Committee

**Date and time of Meeting:** Thursday 8 April 2021, 10am – 12noon

**Venue:** Microsoft Teams – Virtual Meeting

<b>Present:</b>	
Denise Dawson	Governing Body Lay Member for Patient and Public Engagement (Chair), HMR CCG
Phil Burton	Engagement Lead, HMR CCG
Alison Mitchell	Head of Communication & Engagement, HMR CCG
Charlotte Mitchell	Head of Commissioning, Children's and Maternity, HMR CCG
Rob McDougall	Senior Patient Services Manager, HMR CCG
Shabnam Sardar	Quality & Safeguarding Representative, HMR CCG
Mark Wynn	Director, HMR Circle
Khadija Tily	Kashmir Youth Project Representative
Rebecca Steele	Rochdale & District Mind Representative
Katie Gregg	Integrated Systems Development Programme Co-ordinator, One Rochdale Health & Care
Tracey Coatman	Healthwatch Rochdale Representative

<b>In Attendance:</b>	
Sabrina Bennett	Administration & Committee Support Officer, HMR CCG
Rachael Chambers	Senior Mental Health & Learning Disabilities Commissioning Programme Manager ( <i>Attended 10am-11am</i> )

<b>Apologies:</b>	
Karen Hurley	Director of Operations / Executive Nurse, HMR CCG
Kerry Bertram	Action Together
Kate Jones	Healthwatch Rochdale
Karen Kelland	Patient Participation Groups Representative
Mike Dale	Patient Participation Groups Representative
Sarah Cross	RADDAG Representative
Samina Arfan	Equality, Diversity & Inclusion Strategic Lead, HMR CCG

<b>Minutes ratified on:</b>	
10 June 2021	

### SECTION 1 – GOVERNANCE

<b>08/04/21/1.1: Apologies</b>	<b>ACTION:</b>
1.1.1 Members were welcomed, introductions were made, and apologies were noted as above.	

<b>08/04/21/1.2: Declarations and Register of Interests</b>	<b>ACTION:</b>

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.	
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: <a href="#">Declarations of Interest Register</a>	
1.2.3	The Chair requested any declarations of interests relating to today's agenda.	
1.2.4	No declarations of interest were made.	
1.2.5	<b>The Patient and Public Engagement Committee agreed to note that there are no declarations of interest.</b>	

<b>08/04/21/1.3: Minutes of the Patient and Public Engagement Committee Meeting held on 14 January 2021</b>		<b>ACTION:</b>
1.3.1	The minutes of the meeting held on 14 January 2021 were agreed as a true and accurate record with the following amendment: <ul style="list-style-type: none"> <li>Page 4, item 2.3.9 – change to '<i>HealthWatch</i>' It was felt that...</li> </ul>	

<b>08/04/21/1.4: Matters Arising / Action Log</b>		<b>ACTION:</b>
1.4.1	The action log was reviewed and updated.	

<b>08/04/21/1.5: Chairs Actions</b>		<b>ACTION:</b>
<ul style="list-style-type: none"> <li><b>Committee Self-Assessment 2020/21</b></li> </ul>		
1.5.1	Members were advised that the final version of the Committee Self-Assessment for 2020/21 was approved via Chair's Actions and submitted for inclusion in the CCG Annual Report.	
1.5.2	<b>The Patient and Public Engagement Committee agreed to note the Chair's Action.</b>	

<b>PRESENTATION</b>	
Item deferred to June 2021.	

<b>SECTION 2 – THIRD SECTOR MEMBERS UPDATES</b>	
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<b>08/04/21/2.1: Third Sector Members Update – Mind Declaration of Interest: No</b>		<b>ACTION:</b>
2.1.1	An overview of the report was provided.	

2.1.2 Recruitment of two Project Leads has taken place and the two successful candidates are currently undergoing induction.	
2.1.3 Further detail was shared in relation to the development of the community cafes with an investment for larger premises in Middleton underway.	
2.1.4 Members were asked for any questions in relation to the report.	
2.1.5 None were received.	
2.1.6 <b>The Patient and Public Engagement Committee agreed to note the contents of the report.</b>	

<b>08/04/21/2.2: Third Sector Members Update – RADDAG</b>	<b>ACTION:</b>
<b>Declaration of Interest: No</b>	
2.2.1 Due to apologies the paper was provided for information only.	
2.2.2 Following a question, it was confirmed that Engagement Lead is linked in with RADDAG on a regular basis.	
2.2.3 <b>The Patient and Public Engagement Committee agreed to note the contents of the report.</b>	

<b>08/04/21/2.3: Third Sector Members Update – Healthwatch Workplan</b>	<b>ACTION:</b>
<b>Declaration of Interest: No</b>	
2.3.1 Following consultation with professionals, residents and the Advisory Group and exploring data trends 9 workstreams have been identified for the 2021/22 work plan.	
2.3.2 Key highlights from the report were provided.	
2.3.3 A discussion took place regarding the Resident Forum – An Audience with and the Quality and Safeguarding representative highlighted that the team would be keen to link in with these sessions. It was agreed contact details would be shared with Healthwatch.	S Sardar
2.3.4 Various points were raised regarding the terminology within the work plan and it was agreed the Engagement Lead would meet with Healthwatch to review the document.	P Burton / T Coatman
2.3.5 <b>The Patient and Public Engagement Committee agreed to note the contents of the report.</b>	

<b>08/04/21/2.4: Third Sector Members Update – HMR Circle</b>	<b>ACTION:</b>
<b>Declaration of Interest: No</b>	
2.4.1 A verbal report was provided, and the following updates were given.	

<p>2.4.2 A Dinner Driver pilot has commenced in Kirkholt in partnership with the Veterans Food Company and Rochdale Boroughwide Housing which is based on the idea of meals-on-wheels and aims to deliver a 2-course meal directly to older people's door.</p> <p>2.4.3 The pilot has been well received and work is ongoing to explore options to expand capacity and venues using the Volunteer Drivers.</p> <p>2.4.4 A new member of staff has been recruited for the Digital Support Service which loans out computer equipment and provides help and advice how to use it with 75 people completing 250 lessons so far.</p> <p>2.4.5 Smaller projects include Cookery Club at Home which Circle staff have got involved in too, Alkington tea and talk type event is being planned and library book and DVD lending via drop offs.</p> <p>2.4.6 A question was raised whether Link4Life were connecting with HMR Circle and/or the CCG. It was confirmed that Link4Life are involved within ongoing activities with HMR Circle and that they also share updates on local activities with the CCG Engagement Lead.</p> <p><b>2.4.7 The Patient and Public Engagement Committee agreed to note the verbal update provided.</b></p>	
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<b>08/04/21/2.5: Third Sector Members Update – PPG</b>	<b>ACTION:</b>
<b>Declaration of Interest:</b> No	
2.5.1 Members were advised that Mike Dale will be back in attendance at the next meeting.	

<b>08/04/21/2.6: Third Sector Members Update – Rochdale Connections Trust</b>	<b>ACTION:</b>
<b>Declaration of Interest:</b> No	
2.6.1 No attendance to the meeting and no report was submitted.	

<b>08/04/21/2.7: Third Sector Members Update – KYP</b>	<b>ACTION:</b>
<b>Declaration of Interest:</b> No	
2.7.1 A verbal update was provided, and the following updates given.	
2.7.2 Currently offering English to Speakers of Other Language (ESOL) provision which will be free or reasonably costed depending on eligibility.	
2.7.3 Providing additional and increased welfare advice running Monday to Friday. The number of people accessing the welfare support has almost trebled.	
2.7.4 The weekly pantry continues to run every Wednesday working alongside Rochdale Borough Housing and Action Together.	

<p>2.7.5 Facilitated the pop up Covid Vaccination clinic in March which saw 240 people queuing for vaccination. The KYP representative felt that this illustrates the value and emphasis that people place on accessible local voluntary organisations as opposed to statutory provision. In addition, it was reported that compared to other pop up clinics the majority of patients at the KYP venue were women.</p> <p>2.7.6 The KYP Academy has been established via funding from Children in Need to provide schooling and mental health support to children who have missed out on education. In the first term 110 children accessed the service.</p> <p>2.7.7 The Children and Young People Commissioner offered to provide details of the emotional mental health support offer for children in the Borough to ensure KYP has all the support they need.</p> <p>2.7.8 HMR Circle advised their digital support contact may have resource that KYP could use and it was agreed their contact details would be shared.</p> <p><b>2.7.9 The Patient and Public Engagement Committee agreed to note the verbal update provided.</b></p>	M Wynn
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<b>08/04/21/2.8: Third Sector Members Update – Action Together</b>	<b>ACTION:</b>
<b>Declaration of Interest: No</b>	
2.8.1 The report was provided for information only due to apologies.	

**SECTION 3 – ITEMS FOR DECISION: No Items**

**SECTION 4 – ITEMS FOR DISCUSSION**

<b>08/04/21/4.1: LCO Priorities Engagement Approach</b>	<b>ACTION:</b>
<b>Declaration of Interest: No</b>	
<p>4.1.1 The content of the report was summarised.</p> <p>4.1.2 It was highlighted that the developed LCO Priorities Engagement Plan will be fully presented at the June PPEC meeting.</p> <p>4.1.3 Members were asked for any questions or comments in relation to the paper.</p> <p>4.1.4 Concerns were raised regarding the first bullet point in item 2.4 as it was highlighted that planning should include engagement therefore it was agreed this would be reworded.</p> <p><b>4.1.5 The Patient and Public Engagement Committee agreed to note the contents of the report.</b></p>	K Gregg

<b>08/04/21/4.2: Locality Construct Engagement</b>	<b>ACTION:</b>
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<b>Declaration of Interest: No</b>	
4.2.1 Item deferred to June meeting.	S Croasdale

<b>08/04/21/4.3: Engagement Workplan</b>	<b>ACTION:</b>
<b>Declaration of Interest: No</b>	
4.3.1 The content of the report was summarised.	
4.3.2 Further to the caveat that the plan is subject to change, the first project within the plan was highlighted as an example as RADDAG are now assisting Healthwatch with Engage year 3 therefore that project will now be undertaken by the Engagement Lead and Quality & Safeguarding.	
4.3.3 Following a question, it was confirmed that engagement regarding the integrated care system will sit within the plan under Transformation of Healthcare Services or Transforming Care.	
4.3.4 A note of caution was raised regarding the language used as it was highlighted that 'Transforming Care' in some sections of healthcare refers to complex learning and autism.	
<b>4.3.5 The Patient and Public Engagement Committee agreed to note the contents of the report.</b>	

**SECTION 5 – COMMUNICATIONS**

<b>08/04/21/5.1: Integrated Commissioning Engagement Update</b>	<b>ACTION:</b>
<b>Declaration of Interest: No</b>	
5.1.1 An overview of the report was provided, and key areas highlighted.	
5.1.2 Members were asked for any questions or comments relating to the report.	
5.1.3 The Chair stated that the work undertaken was encouraging and that it was interesting that the children and sleep findings showed an area that parents struggle with.	
<b>5.1.4 The Patient and Public Engagement Committee agreed to note the contents of the report.</b>	

<b>08/04/21/5.2: Mental Health Framework Update</b>	<b>ACTION:</b>
<b>Declaration of Interest: No</b>	
5.2.1 A paper was shared at the start of the meeting but due to the presenter's early exit this item was deferred to the June meeting.	R Chambers

<b>08/04/21/5.3: Communications and Engagement Update</b>	<b>ACTION:</b>
<b>Declaration of Interest: No</b>	

5.3.1	The content of the report was summarised.	
5.3.2	It was noted that the team will be exploring the requirements associated with the development of the integrated commissioning system which will result in the discontinuation of the CCG. There is a GM workstream regarding this and the local impact of that will be explored.	
5.3.3	Members were asked or any comments or question relating the report.	
5.3.4	None were received.	
5.1.5	<b>The Patient and Public Engagement Committee agreed to note the contents of the report.</b>	

<b>08/04/21/5.4: Equality, Diversity and Inclusion Update</b>	<b>ACTION:</b>
<b>Declaration of Interest: No</b>	
5.4.1	Due to apologies this item was deferred.

**SECTION 6 – ITEMS FOR INFORMATION ONLY**

<b>08/04/21/6.1: ERS (Electronic Referral System) Pop Up Survey Results</b>	<b>ACTION:</b>
<b>Declaration of Interest: No</b>	
6.1.1	It was reported that the figures are currently unavailable and would be brought to the next meeting.

<b>08/04/21/6.2: Annual Community Engagement Assessment</b>	<b>ACTION:</b>	
<b>Declaration of Interest: No</b>		
6.2.1	The CCG have received a green rating, scoring 13 out of 15. It is not known why that particular score has been awarded as the CCG has not officially received their rating, it came via colleagues at Bury CCG. It was agreed this would be raised at a GM level.	A Mitchell
6.2.2	Following a question, it was confirmed the highest rating available is green star. The requirements for this year are unknown; CCGs would normally get a template which has not been received. It was agreed this will be raised and reported back at the next meeting.	P Burton
6.2.3	<b>The Patient and Public Engagement Committee agreed to note the contents of the report.</b>	

**SECTION 7 – ANY OTHER URGENT BUSINESS**

<b>08/04/21/7.1: AOB</b>	<b>ACTION:</b>
<b>Declaration of Interest: No</b>	

7.1.1 No other business was discussed.	
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**DATE AND TIME OF NEXT MEETING**

Date: Thursday 10 June 2021

Time: 10am-12noon

Venue: MS Teams