

**NHS Corby Clinical Commissioning Group
Governing Body Meeting
26 August 2014**

Title: Patient and Public Engagement Assurance Committee Minutes 20 May 2014

Number: CCG-14-69

Author: Patient and Public Engagement Assurance Committee

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Presented by: Dr Peter Wilczynski

Purpose / Summary:

- To inform the committee of the minutes of the Patient and Public Engagement Assurance meeting held on 20 May

Relevance to Strategic Delivery:

		Strategic Priorities		
		Care Closer to Home	Reconfiguration of Hospital Services	The establishment of a credible and accountable, fit for purpose statutory organisation
Strategic Objectives	To develop and implement an out of hospital strategy <input type="checkbox"/>	To commission high quality evidence based services <input type="checkbox"/>	To comply with all statutory duties and achieve full authorisation <input checked="" type="checkbox"/>	
	Develop capacity and capability in primary and community care <input type="checkbox"/>	To implement the outputs from the Healthier Together programme <input type="checkbox"/>	To ensure high quality services through increased clinical and managerial leadership <input checked="" type="checkbox"/>	
			To deliver all national and local targets <input type="checkbox"/>	
			To work with member practices, public, patients and partners to commission efficient and effective services within budget <input type="checkbox"/>	
		Not Applicable to Strategic Delivery <input type="checkbox"/>		

Recommendations:

The Corby Clinical Commissioning Group Governing Body is asked to:

- Note the attached minutes

Appendix:

- Public and Patient Engagement Assurance Minutes 20 May

Minutes of the Public and Patient Engagement Assurance Committee
20 May 2014
Meeting Room 3, Corby Enterprise Centre

Present: Tansi Harper (TH), Lay Member (PPE), Corby CCG (Chair)
Carole Dehghani (CD), Accountable Officer, Corby CCG
Sonia Bray (SB), Healthwatch Officer, Healthwatch Northamptonshire
Lucie O'Boyle (LOB), Commissioning Development Assistant, Corby CCG
Ric Barnard (RB), Chair of PPG Chairs
Dr Joanne Watt (JW), GP Board Member, Corby CCG
Julie Liburd (JL), Senior Communications and Engagement Officer, GEMCSU
Sara Robinson (SR), Support Officer, Corby CCG (Note Taker)

1. Welcome and Introduction

2. Apologies

Louise Shaw

3. Minutes of Previous Meeting and Matters Arising

The minutes of the previous meeting were agreed as an accurate and precise record.

4. Reflection on Public Event

JL shared analysis regarding the last public event that took place on 1 May. The group agreed that new ways of engaging with the public need to be explored. It was also agreed that future events should be planned well into the future. Positive feedback was received from members of the public relating to the discussions that took place at the event. Members of the public requested that abbreviations are not used as they find these hard to understand. Requests were made for the return of voting buttons. JW updated the meeting on a Saving Lives conference that took place recently and the availability of useful data presented at this conference.

TH informed the meeting about a voluntary sector meeting that took place on 20 May. The PPEA committee agreed that a subgroup be formed to work with police representatives to work on bringing organisations together to find strategies to address issues in the Lithuanian communities.

ACTION 67: LO to organise a subgroup to work with the police to address issues within the Lithuanian Community.

5. Public Engagement Action Plan

LO presented the plan to the committee for discussion. The meeting was informed that this is an overview of commissioning schemes that are in development, and that work is ongoing to make improvements to the plan. Discussion took place regarding the schemes detailed in the plan. JW highlighted a serious and growing problem regarding self harm amongst young people in Corby. Concerns were raised over the difficulties encountered when trying to work alongside schools. It was agreed to raise these concerns through the Local Strategic Partnership meetings. Discussion followed on ways that the plan can be improved. As schemes are developed a timetable will emerge and engagement needs to be linked to this. LO to distribute before the next meeting. It was also agreed that it is important to monitor and assess the impact of this engagement.

ACTION 68: LO to distribute a timetable for engagement before 17 June.

6. Public Event Planning – Promotion Processes

JL presented a short report detailing the different channels that can be accessed to promote events. Discussion took place regarding the benefits and, also, problems regarding the use of social media. Discussion focussed on how to engage with hard to reach groups. TH requested demographics for Corby. JL to source this information and bring back to next month's meeting.

ACTION 69: JL to source information on demographics for Corby.

7. Men's Health Campaign – Steroid Use in Corby

JW reported that the men of Corby have been under-represented and neglected in health campaigns. There have been reports of a high level of steroid use amongst this group. The possibility of using QR codes to communicate health messages was discussed. Discussion also took place regarding problems encountered by GPs with newly registered veterans from the armed forces and ex-offenders who have no medical records. It was agreed that a discharge summary of health needs should be provided on leaving the forces/prison. TH will look into this. It was agreed to add men's health to the action plan.

ACTION 70: TH to look into producing discharge summaries for health needs for ex-offenders and veterans from the armed forces.

ACTION 71: LO to add Men's health to the public engagement plan.

8. Stop Before the Op

JW informed the meeting about this smoking cessation campaign which will be run by primary care. This campaign encourages patients to stop smoking before routine operations. JL informed the meeting that she is looking for a 'blogger' to raise health issues. Discussion followed about the potential benefits of running a regular 'Dr Says' type article in the local press. LO informed the meeting about information shared at the Corby Health and Wellbeing meeting regarding work undertaken by Leicester University to research PPGs. LO will send this information out to the group.

ACTION 72: LO to distribute information from Leicester University research on PPGs.

9. PPG Chair's Meeting Update

RB informed the meeting that the logo has now been approved. RB also reported that the PPG Chairs had raised concerns over care data and were particularly worried about the security of the data collected and possible abuse for commercial reasons.

10. Healthwatch Update

SB informed the meeting about an event being held 21 May regarding mental health. The domiciliary care forum has reported back and results will be fed to GPs. Early observations reveal that in general people are satisfied with the system though some issues regarding timing of visits were raised. Healthwatch monitored A&E at Nothampton General Hospital for a weekend and results of this are awaited. There are plans to carry out GP surveys in the future. Discussion took place regarding the need to recruit volunteers who are pivotal in their local communities.

11. Patient and Public Engagement Funding

Discussion did not take place as funding has already been agreed.

12. Equality and Inclusion

After discussion it was agreed that LO will talk to Dan Whalley and get the public engagement action plan checked to ensure that it meets the necessary requirements.

ACTION 73: LO to check the public engagement action plan meets equality and inclusion requirements with Dan Whalley.

13. First Contact Rutland

JW introduced the background to this scheme currently running in Rutland. This is a signposting scheme for services that provide contact details for a network of people available to help with minor issues. Discussion took place regarding the institution of a similar scheme for Corby. LO was asked to consider putting this into the Corby welcome pack that is being developed with Corby Borough Council.

ACTION 74: LO to look at putting a Corby 'First Contact' type scheme into the Corby welcome pack being developed with Corby Borough Council.

14. Any Other Business

Date of Next Meeting

The next PPEA meeting will be held on 17 June 2014 at Corby Enterprise Centre, Meeting Room 3.

Actions arising from PPEA					
#	Date	Action	Resp.	Comment	RAG
43	4.12.13	Frail and elderly programme. JW to check with Avril from NHFT as to when we will receive data. 18.3.2014 JW to chase report.	JW	Update at next meeting. 20.5.2014 – JW has still not received an update on the Frail and Elderly programme. TH will write to Angela. LO informed the group that the Corby Health and Wellbeing Forum were have similar problems. Gordon Frame to be invited to the next meeting.	
47	4.12.13	Alcohol harms and support groups. LO to scope with TH if this is something the PPEA can support.	LO / TH	Update and next meeting. 15.3.2014 LO continues to work with the Council on this.	
60	18.02.2014	LO to bring public engagement plans back to next PPEA	LO		
62	18.03.2014	LO/TH to meet to map a complete year of public engagement events.	LO		
63	15.04.2014	LS to look into access to health services by the deaf in Corby to see if there are any issues.	LS		
65	15.04.2014	LO to look into the DETECT cancer scheme.	LO		
66	15.04.2014	SB to distribute the Healthwatch strategic plan.	SB		
67	20.5.2014	LO to organise a subgroup to work with the police to address issues within the Lithuanian Community.	LO		
68	20.5.2014	LO to distribute a timetable for engagement before 17 June.	LO		
69	20.5.2014	JL to source information on demographics for Corby.	JL		
70	20.5.2014	TH to look into producing discharge summaries for health needs for ex-offenders and veterans from the armed forces.	TH		
71	20.5.2014	LO to add Men's health to the public engagement plan.	LO		
72	20.5.2014	LO to distribute information from Leicester University research on PPGs.	LO		
73	20.5.2014	LO to check the public engagement action plan meets equality and inclusion requirements with Dan Whalley.	LO		
74	20.5.2014	LO to look at putting a Corby 'First Contact' type scheme into the Corby welcome pack being developed with Corby Borough Council.	LO		



Corby Clinical Commissioning Group