

Patient and Public Involvement Forum

**Minutes of the meeting held on Tuesday 17th July 2018
at 2pm in the WG Grace Meeting Room, Lower Ground
Floor, South Plaza, Marlborough Street, Bristol, BS1
3NX**

Minutes

Present		
Sarah Talbot-Williams (Chair)	Independent Lay Member, Patient and Public Engagement, BNSSG CCG	ST-W
Deborah El-Sayed	Director of Transformation, BNSSG CCG	DE-S
Sarah Ambe	Team Manager, Healthwatch Bristol	SA
Alison Bolam	GP Clinical Commissioning Area Lead (Bristol), BNSSG CCG	AB
Amanda Smith (Note taker)	Executive PA to Director of Transformation	AS
Apologies		
Colin Bradbury	North Somerset Area Director, BNSSG CCG	CB
David Jarrett	South Gloucestershire Area Director, BNSSG CCG	DJ
Justine Rawlings	Bristol Area Director, BNSSG CCG	JR
Niema Burns	Inclusion Coordinator & Equalities Lead, BNSSG CCG	NB
Mary Adams	PPI Lead, North Somerset, BNSSG CCG	MA
Eileen Jacques	Chief Officer, Healthwatch, North Somerset	EJ
In attendance		
Katya Papunen	Trustee of Independent Mental Health Network	KP
Dave Roberts	Interim Associate Director of Communications, BNSSG CCG	DR
Louise Fowler	PPI Lead South Gloucestershire, BNSSG CCG	LF
Catherine Wevill	PPI Lead Bristol, BNSSG CCG	CW
Rebecca Balloch	Communications & Engagement Lead, Healthier Together	RB

	Item	Action owner
01	<p>Introductions and Apologies</p> <p>ST-W welcomed all attendees to the meeting</p> <p>Formal apologies are noted in the table above.</p> <p>It was noted that the meeting was not quorate and therefore any core decisions would need to be undertaken by further correspondence.</p> <p>ST-W and DE-S would speak with the Area Directors to decide how to ensure that there was an effective representation at the Forum in future.</p>	ST-W / DE-S
02	<p>Declarations of Interest</p> <p>The following declarations of interest were noted:</p> <ul style="list-style-type: none"> • Deborah El-Sayed: Trustee of British Red Cross • Dave Roberts: Trustee of Wiltshire Sports Partnership • Sarah Ambe: Trustee of Trustee for Time2share (Disabled Children's Charity) 	
03	<p>Minutes of Previous Meeting</p> <p>The minutes of the meeting held on Monday 14th May 2018 were agreed as a correct record.</p> <p><u>Outstanding Actions</u></p> <p>The Action Log from 14th May meeting was reviewed and updated accordingly.</p> <p>An updated copy is attached for information and attendees are asked to review and complete individual actions accordingly.</p>	Attached
04	<p>Agree Board Membership and Attendances</p> <p>DE-S presented the “External Membership Principles for PPI Forum and Local Area PPI Groups” paper.</p> <p>Members were asked to consider and approve the process of recruiting representatives to the PPI and in relation to the locality PPI forums. It was noted that this approach refers only to the formal governance boards and is not intended to define wider engagement principles.</p>	



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	<p>There was a full discussion looking at different options. The group agreed the recommendations in the paper and the following comments were noted:</p> <ul style="list-style-type: none"> The members supported the principles set out in the paper that membership of PPIF should align to key CCG priorities. That a term of membership could be extended with approval from the chair. <p>That the PPIF would not adopt an election based process but would use aggregated forums like the Care Forum for recommendations and nominations around specific objectives and priorities</p> <p>Following discussion it was agreed that an elected process for voluntary sector organisations could potentially support Area PPI forums.</p> <p>Action: PPI Leads to establish the views of the Area Directors for the approach to the Area PPI forum.</p> <ul style="list-style-type: none"> Chairs for each of the Area PPI forums should attend the PPIF DE-S confirmed that the PPI Forum is a decision-making sub-group providing recommendations and assurance to the Governing Body. <p>Action: Proposals and rationale for membership against core priorities should be drafted and agreed by Chairmans action so that representatives can be invited to the September PPIF meeting.</p> <p>It was noted that the GP Clinical Commissioning Leads need to be identified for North Somerset and South Gloucestershire areas.</p> <p>Each Local Authority should have representation on this group and this needs to be clarified.</p> <p>Action: Liaise with Area Directors</p> <p>Given that SEND was a priority it was proposed that a rep be invited</p>	<p>PPI Leads</p> <p>DE-S / PPI Leads/ AS</p> <p>DE-S</p>



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	<p>Action: Discuss with Dr Kate Mansfield, Clinical Lead for Children’s and Maternity and Ali Ford for a nomination</p> <p>It was agreed that the Healthier Together Comms Lead – Rebecca Balloch should be in attendance at the PPIF</p>	AS
05	<p>Draft Terms of Reference for the three Area Patient and Public Involvement Forums</p> <p>LF tabled the Draft Terms of Reference paper for the Area Patient and Public Involvement Forum.</p> <p>The following comments were noted:</p> <ul style="list-style-type: none"> • There could be some confusion in relation to the name of the group, as it is similar to the name of the main group. It was agreed to leave the title as it is for now and the group will review if it is necessary at a later date. • The Area PPI group is a consultative body / reference group that will make recommendations to the main PPI Forum for decision making • It was noted that the Area PPIF would not report directly to the Governing Body, this would be to the main PPI Forum this should be amended in the document. • S.T-W highlighted it would be important for next year for these groups to be contributing to the annual report via the Associate Director of Communications and Engagement and this should be reflected in the ToRs <p>Action: The Terms of Reference are to be updated following comments made at the meeting and will then be circulated to the group for approval at the September meeting.</p>	DE-S / AS
06	<p>Current Plan / Calendar Engagement Events</p> <p>Following discussion at the last meeting, it had been agreed to create a calendar which highlights all CCG engagement events and which also incorporates any Local Authority events.</p> <p>A first draft of a paper is in the process of being produced and this will be discussed further at the next meeting.</p>	



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	<p>Each member was invited to give an update in their specific areas:</p> <ul style="list-style-type: none"> • CW – PPI Lead for Bristol <p>Currently going through a process of inducting, meeting and greeting people and the main focus is working towards locality commissioning plans for the three localities in Bristol. The plans will be discussed at the LLG meeting and a stakeholder map will be produced.</p> • DR – Interim Associate Director of Communications <p>The CCG will have a stand at the Bristol Harbourfest this coming weekend. This is a low key trial and will involve talking to people in relation to their feelings towards the NHS and to gain insights into how they want to be engaged in the future. Action: The findings to be an agenda item for next PPIF</p> • LF – PPI Lead for South Gloucestershire <p>Currently undertaking an induction into the South Gloucestershire area, which appears to have many partnership groups which could create an opportunity to link with in the future. The Chair of the PPG network has recently stepped down and a new Chair is therefore currently being sought.</p> <p>Action: Health-watch offer to share their local calendar for information – This was welcomed</p> 	SA
07	<p>Healthier Together Citizens Panel</p> <p>RB tabled a briefing paper in relation to the procurement and development of the Healthier Together Citizens Panel, a copy of which was circulated with the agenda for the meeting.</p> <p>The group welcomed the work that had been done and commended the progress so far.</p> <p>Following discussion, the group suggested the following topics could be considered as key surveys:</p> <ul style="list-style-type: none"> ○ Adult Services Re-commissioning ○ Mental Health Strategy ○ IUC CAS 	



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	<p>DE-S suggested that it might be helpful for RB to talk to the Heads of in the Transformation Team and also Peter Brindle in relation to research aspect for future surveys.</p> <p>ST-W asked for a plan outlining the survey, timescales and proposed outcomes.</p> <p>Action: RB to produce, the plan as well as a draft research question template and circulate to the group for comment.</p> <p>This should be an agenda item at next PPIF</p>	RB
08	<p>Adult Services Commissioning – This section is commercial in confidence.</p> <p>Kate Rush, Programme Director for Community Services Recommissioning updated the group on the programme so far and the critical need for PPI as part of the process.</p> <p>Due diligence around the existing specifications and what is in-scope is currently being undertaken.</p> <p>The high-level timelines were outlined as follows:</p> <ul style="list-style-type: none"> • Draft scope to be presented at the August Governing Body • A specification will then be developed with co-creation by December 2019 • The whole recommissioned service to go live from April 2020. <p>KR highlighted that patient engagement is key to the process and that she was seeking support and ideas from the PPIF to ensure that we develop and deliver a high quality new service where the specifications have been co-created with our population.</p> <p>DES highlighted that a Licence has been obtained for Care Opinion as a mechanism to capture more patient stories, experiences and understanding in things that matter to the population. KR identified that focus groups with carers were being planned.</p> <p>Members of the group offered to share information from previous experiences of recommissioning e.g. there is a whole archive of information from the mental health recommissioning and BIMHN also offered assistance</p>	

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	<p>It was also agreed that complaints from previous data should be reviewed as area to gain insights to support the design of the new service outcomes/ baseline.</p> <p>Discussions should also take place with Healthwatch in relation to any crossover of work pans. They also have good knowledge of voluntary sector services which could be useful.</p> <p>For any further information, Kate can be contacted at katerush2@nhs.net</p>	
09	<p>Any Other Business</p> <p><u>Payment Policy</u></p> <p>DE-S advised that this item this will be discussed at the next meeting and will be added to the agenda accordingly. Action: Add to the agenda for the September meeting</p> <p><u>NHS England IAF Training Course</u></p> <p>DE-S advised that NHS England have offered to set up an IAF training course in Aug/ September. It was agreed to extend the invite to appropriate partners. Action: Circulate details of training course to members</p> <p><u>Equalities Impact Report</u></p> <p>DE-S advised that the report is currently being drafted and the diversity of our workforce will also support the PPI agenda. Therefore, the recommendations will be discussed further at the next meeting. Action: Add to the agenda for the September meeting</p>	<p>AS</p> <p>DE-S</p> <p>DE-S</p>
	<p>Date of Next Meeting:</p> <p>The next meeting will take place on Tuesday 18th September 2018, from 10am-12pm at The Church, Chapel Hill, Clevedon, BS21 7LL</p>	

Amanda Smith
Executive PA to Director of Transformation
20th July 2018

