

Patient and Public Involvement Forum

**Minutes of the meeting held on Tuesday 18th September 2018
at 10.00am in Meeting Room 2, The Church, Chapel Hill,
Clevedon, BS21 7LL**

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
Colin Bradbury	Area Director, North Somerset, BNSSG CCG	CB
Dave Roberts	Associate Director of Communications, BNSSG CCG	DR
Niema Burns	Inclusion Coordinator and Equalities Lead, BNSSG CCG	NB
Alison Bolam	GP Clinical Commissioning Area Lead (Bristol), BNSSG CCG	AB
Jonathan Evans	GP Clinical Commissioning Area Lead (South Gloucestershire), BNSSG CCG	JE
Vicki Morris	Chief Executive, The Care Forum	VM
Morgan Daly	Director for Communities, The Care Forum	MD
Amjid Ali	Community Representative, Bristol Muslim Strategic Group	AA
Amanda Smith (Note taker)	Executive PA to Director of Transformation	AS
In attendance		
Greg Penlington	Head of Locality Planning, Bristol Area, BNSSG CCG (Deputising for Justine Rawlings)	GP
Lindsay Gee	Head of Locality Planning, South Gloucestershire, BNSSG CCG (Deputising for Dave Jarret)	LG
Mary Adams	Partnerships and Engagement Manager, North Somerset, BNSSG CCG	MA
Louise Fowler	Partnerships and Engagement Manager, South Gloucestershire, BNSSG CCG	LF
Katie Norton	Programme Director, Healthy Weston, BNSSG CCG	KN
Rebecca Balloch	Communications & Engagement Lead, Healthier Together	RB

Apologies		
David Jarrett	Area Director, South Gloucestershire, BNSSG CCG	
Justine Rawlings	Area Director, Bristol, BNSSG CCG	
Catherine Wevill	Partnerships and Engagement Manager, Bristol, BNSSG CCG	
Kevin Haggerty	GP Clinical Commissioning Area Lead (North Somerset), BNSSG CCG	
Adam Rees	Programme Director, Bristol Ageing Better	
Sarah Carr	Corporate Secretary, BNSSG CCG	

	Item	Action owner
01	<p>Introductions and Apologies</p> <p>ST-W welcomed all attendees to the meeting including the PPIF's new external members and partners.</p> <p>All formal apologies are noted in the table above.</p> <p>The main responsibilities of the forum were outlined to the new members and ST-W asked that the Terms of Reference document is sent to them.</p>	Amanda Smith
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 • Sarah Talbot-Williams: Trustee of Together for Short Lives • Mary Adams: Trustee of the North Somerset LGBT • Vicki Morris: Trustee of Womankind 	
03	<p>Minutes of Previous Meeting</p> <p>The minutes of the meeting held on Tuesday 17th July 2018 were agreed as a true and correct record.</p>	
04	<p>Healthy Weston Communications and Engagement Strategy</p> <p>KN, Programme Manager for Healthy Weston (BNSSG CCG) provided background and an overview of the programme, and the following was noted:</p> <p>Background: Healthy Weston has been embraced by BNSSG CCG as a major strategic programme to support and work with communities to redesign and redevelop services to meet the needs of the local population and therefore will be a standing item on all PPIF agendas.</p>	



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	<p>KN highlighted that the updated engagement plan was still being finalised and would be shared with the PPIF. Given the timescales it was agreed that feedback from the PPIF members would be co-ordinated through correspondence.</p> <p>It was noted that during the indicative dates for public consultation, Healthwatch will be going through a re-commissioning process at the same time. The impact of this would need to be explored in more detailed once the engagement plan is available.</p> <p>It was agreed that future PPI activity assurance milestones will be planned into the HW plan so that it can be assured by the PPIF in existing meetings where possible</p> <p>Action: KN to Circulate copy of Engagement Plan and all members to feedback to KN. With sign off through Chairs action or an extraordinary conference call.</p> <p>Action: AS to co-ordinate extraordinary conference call if required</p>	<p>Katie Norton</p> <p>Amanda Smith</p>
05	<p>Re-procurement of Adult Community Health Services</p> <p>DE-S outlined the core components of the PPI communications and engagement strategy for the re-procurement project.</p> <p>The strategic approach was endorsed and approved however it was highlighted that the detailed Engagement Plan for the community re-procurement was still in development.</p> <p>The PPIF would be expecting to consider the more detailed plan in order to be assured and sign off that the plan was robust and fit for purpose. It was acknowledged that this sign off should not hold up any engagement activity in progress.</p> <p>It was agreed that for all PPI activity we need to be clear on the definitions of co-design and co- production so that we minimise potential confusion.</p> <p>Action: Detailed plan to be approved at the next PPIF meeting in November</p> <p>Definitions and glossary of terms to be produced and signed off by the PPIF</p>	<p>Dave Roberts</p> <p>Deborah El-Sayed</p>



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06	<p>User Experience Baseline Assessment</p> <p>DE-S advised that the CCG will be undertaking an assessment to baseline the level of capability and understanding across the workforce around designing services around user experience</p> <p>Action: The insights from the assessment will be discussed at the PPIF at the November meeting</p>	Deborah El-Sayed
07	<p>Citizens Panel</p> <p>RB advised that approximately 1,000 people will be invited to represent the BNSSG area to voice views on health and care matters. A copy of the first proposed survey was circulated with the agenda, and it was noted that there has been a refinement to this survey since circulation.</p> <p>The team were asked to provide more details around how specific cultural groups and BME were being engaged in particular referencing that online registration would need to be supplemented to ensure proper representation</p> <p>Action: RB to provide a more detailed update on how this was addressed at the next meeting</p>	Rebecca Balloch
08	<p>Calendar Engagement Events</p> <p>This will be provided at the November Meeting.</p>	Dave Roberts
09	<p>Annual Report / Commissioning Intentions</p> <p>LF tabled the Patient and Public Annual Report 2017/18 and asked for comments and feedback from members. It was agreed that a greater focus on impact and outcomes of the PPI activity was needed.</p> <p>Action: The report will then be made available on the CCG website</p>	Louise Fowler
10	<p>BNSSG Communications and Engagement Strategy</p> <p>DR tabled the Principles for PPI – Developing an Integrated Communications and Engagement Strategy document.</p> <p>The core principles for this were discussed at a high level. There was a request that further comments be sent to dave.roberts9@nhs.net</p>	

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	<p>It was agreed to hold either a design session with colleagues or if preferred 1:1 conversations to draw out thoughts.</p> <p>Action: All members to provide feedback</p> <p>Action: DR / DE-S to set up design session for members.</p>	<p>All</p> <p>Dave Roberts / Deborah El-Sayed</p>
11	<p>Equality and Diversity</p> <p>NB presented the Equality and Diversity reports</p> <p>It was noted that the Equality and Diversity objectives for the CCG have yet to be set. This was being discussed at the Executive Team Meeting next week.</p> <p>The issue of the governance of equality and diversity was raised as it was highlighted that many organisations adopt an approach where this is a separate board. It was agreed that this would require further discussion at Executive Level.</p> <p>Forum members identified the need for clinical staff within wider provider organisations to be provided with a way to raise issues and have open and honest discussions across the health economy.</p> <p>It was acknowledged that elements that relate to workforce issues may not be well served by the PPIF and would need to link robustly into Senior Management development and OD programmes.</p> <p>In the interim it was agreed that the E&D would continue to link to the PPIF. Time on the agenda would be dedicated to ensure sufficient focus on the issues.</p>	
12	<p>Patient and Public Reimbursement Policy</p> <p>LF advised that a BNSSG Patient and Public Involvement Expenses Policy is in the process of being developed.</p> <p>This is a policy for reimbursing stakeholders such as members of the public and patients for their involvement in the work of the CCG.</p> <p>This does not apply to paid staff or organisations who are attending in their capacity as paid staff for that organisation.</p> <p>Legal advice has been sought in respect of the level of risk for the CCG with regard to the “reward” element of the Policy.</p>	



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	<p>In the interim, the former South Glos policy has been updated. Members supported the principles of the policy, although it was agreed that the document needs further refinement, specifically in relation to references to South Gloucestershire, which should be amended to reflect the BNSSG area.</p> <p>Action: LF to update document accordingly and circulate to members.</p>	Louise Fowler
13	<p>Any Other Business</p> <p><u>Future Meetings</u></p> <p>The group agreed that future meetings would be held across the BNSSG area and therefore the Vassall Centre in Fishponds, South Plaza and a venue to be identified in the Weston-Super-Mare area would be booked for the 2019 meetings. Dates will be circulated to members shortly.</p> <p>Action: Confirm dates for 2019 bi-monthly meetings of the PPI forums and circulate details to members</p> <p>S.T-W thanked both external visitors and members for attending the meeting and for their contributions.</p>	Amanda Smith
	<p>Date of Next Meeting:</p> <p>The next meeting will take place on Thursday 29th November 2018 from 11.30am – 1.30pm in the Dawn James Room, Vassall Centre, Gill Avenue, Fishponds, Bristol, BS16 2QQ</p>	

Amanda Smith
 Executive PA to Director of Transformation
 19th September 2018