



**West Yorkshire and Harrogate Joint Committee of CCGs
Patient and Public Involvement Assurance Group
Minutes of meeting on Monday 12th November 2018, 2.00-4.00 p.m.
White Rose House, Wakefield**

Present: (CCG PPI Lay members)

- Fatima Khan-Shah, NHS North Kirklees CCG (FKS)
- Kate Smyth, NHS Calderdale CCG (KS)
- Steve Hardy, NHS Wakefield CCG – (SH)
- Max Mclean, NHS Bradford City CCG (MMc)
- Pam Essler, NHS Airedale Craven and Wharfedale CCG – (PE)
- Kate Kennady; NHS Harrogate and Rural District CCG (KK)
- David Richardson, NHS Bradford Districts CCG (DR)

In attendance:

- Stephen Gregg, Governance Lead, Health and Care Partnership (SG)
- Joanne Rothery, Administration Support Officer, Health and Care Partnership (JR) (notes)
- Susan Woodward, Quality Lead, NHS England (SW)
- Martin Pursey, Head of Contracting and Procurement, Greater Huddersfield CCG (MP) (item 6)
- Tracy Holmes, Cancer Alliance, Communication & Engagement Lead (item 7)
- Karen Poole, WY&H Maternity Programme Lead (KP) (item 8)

Apologies:

- Karen Coleman, Communication & Engagement Lead, Health and Care Partnership (KC)
- Priscilla McGuire, NHS Greater Huddersfield CCG (PMcG)
- Jill Dufton, Engagement Manager, Health and Care Partnership (JD)

Item	Agenda Item
1.	Welcome, Introduction and apologies
	The Chair welcomed everyone to the Patient and Public Involvement Assurance Group. Members introduced themselves. Apologies were noted above. SG will follow up re: representation from Leeds
2.	Declarations of Interest
	None.



3.	Minutes of the PPI Assurance Group – 10 September 2018
	The minutes of the meeting held on Monday 10 September 2018 were agreed to be a true and accurate record. The minutes will be added to the WY&H website.
	Actions: Upload minutes to the WY&H website (JR)
4.	Actions and Matters arising – 12 November 2018
	<p>The Group reviewed the action log. :</p> <p>Item 6. Improving planned care and reducing variation</p> <p>SG would follow up with Catherine Thompson progress on involving IFR Chairs.</p> <p>Item 7. Improving Stroke outcomes</p> <p>In response to a question from SH, SG confirmed that a section has been added to the report covering financial and workforce pressures. Members were informed that the programme recommendations have been accepted in full by the Joint Committee. An update would be sent to all stakeholders who had been involved in the programme. MMc said that it was important that this covered how people could continue to contribute.</p> <p>Item 10: National PPI Lay members funding bid</p> <p>SG advised that it was proposed that work to develop non-executive networks would be supported by the Partnership. Members were keen to explore governance and PPI structures across all partners.</p>
5.	Terms of Reference
	<p>SG updated members that the current terms of reference have been signed off without comment at the 6th November Joint Committee. The Group was therefore now formally established and a representative from Healthwatch would be sought.</p> <p>FKS asked the group for nominations for the position of Chair and Deputy Chair.</p> <p>The Group elected FKS as Chair and KK as Deputy Chair</p>
6.	Procurement of NHS111 Call handling & Core Clinical Advice Service Yorkshire & Humber CCGs & NHS England
	<p>Martin Pursey introduced a presentation to assure members about the procurement process for NHS 111 Call handling & Core Clinical Advice Services. The presentation looked at the background and the public engagement approach.</p> <p>Responding to a question from PE, Martin informed the group that as this was a response to a national specification, much of the PPI to date had been at national level. More local PPI involvement will be required further into the process, when the specification was operationalised.</p>



	<p>MMc asked about the composition of the Citizen Panel that had been involved in the procurement process. MP advised he will share details of the Panel following today's meeting.</p> <p>MMc also asked where the NHS 111 hotspots were. MP advised that there were particular hotspots around dental services in Bradford.</p> <p>In response to a question from KS, MP assured members that the procurement process had covered making sure people with disabilities and other disadvantaged groups are able to access the services.</p> <p>In response to a question from SH about the structure of the contract, MP provided assurance that the service would be fully integrated and would provide patients with a single source of clinical advice.</p> <p>The Group thanked MP for his presentation, was assured about PPI in the procurement process to date and requested that MP provide an update on the specification to a future meeting.</p>
	<p>Actions:</p> <ul style="list-style-type: none"> • Share with the PPI Assurance Group the composition of the citizen panel (MP) • Provide an update on the specification to a future meeting. (MP)
<p>7.</p>	<p>Cancer Alliance – Wrapping the system around the patient</p>
	<p>Tracy Holmes presented to the group on the work and challenges of the Cancer Alliance. The presentation looked at the focus of the Cancer Alliance across West Yorkshire and Harrogate. The presentation highlighted engagement activities over the last 12 months, including lay representation on the Cancer Alliance Board and the development of a community/patient panel.</p> <p>KK asked why early diagnosis rates in WY&H were lower than elsewhere. TH advised that poor take-up of screening was a contributory factor. In response to questions from FKS, TH provided assurance that both end of life and palliative care form part of the 'Living with and beyond cancer' work stream. The Alliance was also working to ensure that the needs of minority groups were being addressed and that these communities were represented appropriately through the community/patient panel.</p> <p>SH referred to the importance of early diagnosis and asked how the Cancer Alliance was working with primary care. TH advised that the Alliance was working with primary care to look at new ways of working, including better access to training and symptom awareness.</p> <p>The development of a pilot multi-disciplinary diagnostic centre for vague but concerning symptoms in Airedale was noted</p> <p>PE asked about the Cancer Alliance Patient Panel. TH would provide further details.</p>



	<p>The Group thanked TH for her presentation and was assured about PPI in the work of the Cancer Alliance.</p>
	<p>Actions:</p> <ul style="list-style-type: none"> • Circulate a breakdown of the Cancer Alliance Patient Panel (TH)
8.	<p>West Yorkshire & Harrogate Local Maternity System</p>
	<p>Karen Poole introduced a video on the Local Maternity System, followed by a presentation informing group members of the WY&H Local Maternity System development to date.</p> <p>KP noted that service users had been involved from the start in developing the WY&H maternity plan. This had included working to ensure that user involvement was representative of the diverse population of WY&H.</p> <p>DR and PE asked about the ambitions to improve safety. KP said that there was a need to improve women’s health and make care more personalised. Reducing smoking in pregnancy was an important aim.</p> <p>Karen informed members of the programme plan which included the development of community hubs. In response to a question from DR, KP said that the hubs would be at sites where they best met local needs, utilising existing infrastructure. KP highlighted the success of the Aunty Pam’s hub in Kirklees.</p> <p>The Group thanked KP for her presentation and was assured about PPI in the Local Maternity System.</p>
9.	<p>Dates of Future Meetings</p>
	<p>Members all agreed to keep the PPI Assurance meetings bi-monthly, on the second Monday of the month.</p>
	<p>Action: SG/JR to organise 2019/20 meetings.</p>
10.	<p>AOB</p>
	<p>All members agreed that today’s meeting was a very useful session. They thanked the speakers for their enthusiasm and the quality of their presentations, which helped the Group perform its assurance role.</p>
11.	<p>Date of Next Meeting</p>
	<p>21st January 2019, 14.00-16.00. (Informal meeting at 13.00)</p>