

**Minutes of the Nottingham and Nottinghamshire
 Patient and Public Engagement Committee
 held virtually on Tuesday 22 February 2022
 2.30 pm to 4 pm**

Attendees;

Sue Clague, Chair
 Jasmin Howell, Vice Chair
 Chitra Acharya, Patient Leader/Carer
 Teresa Burgoyne, Nottingham West
 Colin Barnard, Patient Leader/Diabetes
 Michael Conroy, My Sight Nottinghamshire *Joined 3.10 pm*
 Kerry Devine, Improving Lives
 Jane Hildreth, Community Voluntary Sector representing Mid Nottinghamshire ICP
 Becky Law, Community Voluntary Sector representing Bassetlaw
 Helen Miller, Healthwatch Nottingham and Nottinghamshire
 Paul Midgley, Rushcliffe
 Carolyn Perry, Community Voluntary Sector representing, South Nottinghamshire ICP
 Jules Seblin, Community Voluntary Sector representing City ICP

In attendance (NHS Nottingham & Nottinghamshire Clinical Commissioning Group's Staff):

Therese Easom, Communications Manager Tomorrow's NUH Programme
 Lisa Durant, System Delivery Director; Planned Care, Cancer and Diagnostics *Joining at 3.30 pm*
 Jon Higman, Head of Elective Transformation *joining at 3.30 pm*
 Jane Hufton, Engagement Assistant (minute taker)
 Prema Nirgude, Head of Insights and Engagement
 Katie Swinburn, Engagement Manager

Apologies for absence were received from;

Mike Deakin, Nottinghamshire County Council
 Gilly Hagen, Patient Leader/Sherwood Patient Participation Groups
 Amdani Juma, African Institute for Social Development
 Roland Malkin, Nottinghamshire Cardiac Support Group
 Deb Morton, Healthwatch
 Daniel Robertson, Nottingham and Nottinghamshire Refugee Forum
 Mary Spencer, Community Voluntary Sector representing Bassetlaw ICS

NN/12/02/22	Welcome and introductions
	Sue Clague, Chair welcomed everyone to the Nottingham and Nottinghamshire Patient and Public Engagement Committee (PPEC) meeting extending a warm welcome to Katie Swinburn who has taken over from Julie Andrews as Engagement Manager and will be supporting PPEC going forward.
NN/13/02/22	Declarations of interest
	Sue Clague reminded PPEC members of their obligation to declare any interest they might have on any issues arising at the meeting which might conflict with the business of the CCG and any items on this agenda. No declarations were made.

NN/14/02/22	Minutes of the last meeting
	<p>The minutes of the last PPEC meeting held on 25 January 2022 were discussed and these were agreed as an accurate record of the discussions that took place at that meeting.</p>
NN/15/02/22	Matters arising including Action Log
	<p>An updated copy of the Action Log had been circulated to PPEC members prior to the meeting and was noted.</p> <p>Katie Swinburn shared a copy of the action log and confirmed that the completed actions were accurate. Katie Swinburn continued to highlight the outstanding actions for discussion which included:-</p> <p>NN/07/01/22 – Primary Care Strategy a meeting has been arranged with Rosie Atkin on 4th March 2022 after a conversation with Andrew Fearn, Emma Lucas and Gilly Hagan. PPEC members interested in participating should inform the Engagement Team to receive an invitation. Sue Clague asked if this would include digital and primary care strategy in March and this was confirmed.</p> <p>NN/213/11/21 Children & Young People’s Holistic Healthy Lifestyle Service was to be reviewed using the PPEC Effectiveness Framework. Meetings have been scheduled in where PPEC members were asked to express interest in joining the Task and Finish Group via the Engagement Team. Tentative meetings have been set up in March 2022.</p> <p>NN/216/11/21 – Discussion around agenda on PODs pathway redesign opportunities at place. PPEC members were asked to think about the topics they would like to include and provide feedback.</p>
NN/16/02/22	Covid Update
	<p>Prema Nirgude, Head of Insights and Engagement gave an update regarding Covid 19 Pandemic and shared a presentation highlighting the latest information.</p> <p>Prema Nirgude informed PPEC members that overall the number of vaccinations administered is looking positive with a good proportion of people over the age of 18 years old having had 2 doses of the vaccination and about half of the 12 – 15 year olds have received at least 1 dose.</p> <p>The next cohort will be the 5 – 11 year olds who are clinically at risk or live with someone who is immunosuppressed and they will receive 2 doses by local NHS services or their GP. The 12 – 15 year olds will still be offered the vaccination through their school or asked to attend specific clinics, times and dates are available on the CCG website https://nottscq.nhs.uk/covid-19/covid-19-vaccinations/groups-being-vaccinated/12-15-year-olds/</p> <p>There are still some hesitancy amongst certain communities but clinics have been arranged to assist and give support to these communities including needle phobia clinics, visually impaired and ethnic minorities. The CCG are continuing to offer pop up clinics and information clinics across Nottinghamshire too.</p>

	<p>The announcement from the Government around restrictions has been released which can be accessed here and comes into place from Thursday 24th February 2022. Additionally testing kits will no longer be available free there will be charge for the Lateral Flow Tests.</p> <p>Guidance around further boosters for the over 75 years old, 12 +immunosuppressed, and care home residents will be rolled out later in the year and further information will be shared once this is available.</p> <p>Additionally, information on different age groups being vaccinated and where to access their appointments can be found on the Nottingham and Nottinghamshire Clinical Commissioning Group (CCG) website https://nottsccg.nhs.uk/covid-19/covid-19-vaccinations/groups-being-vaccinated/.</p> <p>The next Covid-19 Briefing will take place on Thursday 24th February 2022 at 11 am via Zoom. It was noted by all members that by holding these briefings they have built and established good relationships with communities and the CCG will be looking at how these will be developed in the future by possibly covering a number of topics not just covid such as measles and seasonal topics.</p> <p>PPEC members have a few concerns around the vaccination hesitancy and unvaccinated community members paying for Lateral Flow Tests and would they be subsidised if on a low income. Prema Nirgude was unsure and would find out and confirm with PPEC members.</p> <p>Action: Prema to confirm to PPEC members whether the purchasing of testing kits will be subsidised for families on low income.</p>
<p>NN/17/02/22</p>	<p>ICS Transition; Working people and communities</p>
	<p>Prema Nirgude, Head of Insights and Engagement informed members on the progress of the Integrated Care System (ICS) transition and shared a presentation highlighting the proposed system format along with the ICS design principles and structures of citizens intelligence. Working with communities will be different as the CCG move into the ICS by including more intelligence but ensuring the delivery of expectations and guidance is embedded.</p> <p>Prema Nirgude also highlighted the work undertaken by the VCSE Alliance and how this needs to be a coordinated approach when transitioning into the (ICS).</p> <p>The ICS implementation guidance includes</p> <ul style="list-style-type: none"> • A strong and effective ICS will have a deep understanding of all the people and communities it serves”. • The insights and diverse thinking of people and communities are essential to enabling ICSs to tackle health inequalities and the other challenges faced by health and care systems. • The creation of statutory ICS arrangements brings fresh opportunities to strengthen work with people and communities, building on existing relationships, networks and activities. <p>The proposed engagement structures will include VCSE Alliance, Engagement Practitioners Forums, 4 place based committees and citizen intelligence advisory group. The insights gathered from patients, staff, carers members of the public will be</p>

	<p>able to influence service changes and a number of mechanisms are taking place appropriately and effectively which include experts practitioners, officers of Healthwatch, local authorities and chair of the VSCE. Prema Nirgude confirmed that bringing together leads from across the system will give an opportunity to work more collaboratively.</p> <p>In addition, Prema Nirgude confirmed that these plans were only in draft format and have not been agreed but would like to gain PPEC members thoughts on the system structure and how the patient voice will fit in.</p> <p>PPEC members expressed strong concerns of the design and the mechanisms to ensure that the patient voice would continue and be strong through out the process of engagement within strategic commissioning feedback. There was a request to have non-executive director presence on the advisory group which would facilitate the opportunity to represent the patients’ voice within the system. There were a number of unanswered questions on how the engagement team will be able to support communities at place and neighbourhood levels. Jasmin Howell also highlighted the loss of expertise of PPEC members linking in with their communities, especially vulnerable groups.</p> <p>In summary Sue Clague said that a new forum for patient engagement will take place from July 2022 was encouraged by the fact that, going forward patient engagement is a national priority and clearing identified within Nottingham and Nottinghamshire system work. Sue Clague also acknowledged and thanked all PPEC members for their excellent work and contributions on work completed by PPEC on strategic commissioning. It is important that engagement is truly integrated into all work at system, place and neighbourhood levels. Sue Clague has offered to have 1:1 conversations with members of PPEC to understand their role and how they feel their contributions would help within the new system structure. Additionally, Sue confirmed to PPEC members that this item will continue to be on the agenda for all meetings until the end of June 2022.</p> <p>Action: Prema, Sue and Jasmin set up 1:1 meetings or group meetings with PPEC members to offer support in the transition into the new structure and where they would fit in.</p> <p>Action: Include the Transition item on future agendas until the end of June.</p>
<p>NN/18/02/22</p>	<p>Reshaping Health Services in Nottinghamshire/TNUH</p>
	<p>Katie Swinburn, Engagement Manager for Nottingham and Nottinghamshire CCG shared a presentation updating members around the programme and the next stage of pre-engagement.</p> <p>Katie Swinburn shared a presentation highlighting the main areas of Reshaping Health Services in Nottinghamshire updates which included the CCGs Statutory Duty around engagement, the guiding principles and provided an update on the programme so far from the last round of pre-engagement in November/December 2020. The main points outlined included engaging with 650 members of the public and patients to gather feedback on the new hospital programme informing members that this was mostly positive and supportive with the proposed changes to services.</p> <p>Katie Swinburn informed members on the next round of pre-consultation engagement which is scheduled to begin from the 7 March 2022 and run for 4 weeks ending on the</p>

	<p>1 April 2022 depending on the agreement from Governing Body members when the this programme will be raised at the next meeting on Wednesday 2 March 2022. Katie Swinburn continued to inform members that there would be the opportunity for members of the public and community groups to have conversations and share their views around the latest clinical model proposals.</p> <p>A Stakeholder Reference Group has been re-confined set up and includes one of the PPEC members Roland Malkin who will be the CCG PPEC representative on this group.</p> <p>The next phase of engagement will incorporate the following methods to engage with members of the public and patients.</p> <ul style="list-style-type: none"> • Public engagement events – 3 x public meetings virtually • Targeted engagement events – around Cancer, Elective, Emergency and Maternity Services • Online Survey • Clinical senate update and provide information on feedback from the engagement. • Attendance at community groups to obtain feedback <p>Following on from this phase of engagement there will be an evidence based report pulled together in collaboration with Nottingham University Hospitals (NUH) on 12 April 2022 including analysis of qualitative and quantitative data.</p> <p>Katie Swinburn assured PPEC members that public and patient engagement will be embedded within this piece of work and the Reshaping Health Services programme team will be updating PPEC on 29 March 2022 on the programme of work to date. Members were also asked to share the information with any communities and networks and extend the offer of attending community groups who were meeting and would like to engage within the next round of engagement.</p> <p>Prema Nirgude highlighted that this piece of work will be the biggest change in service that would happen within Nottinghamshire and encouraged members to engage with their community to gather their views.</p> <p>Members were supportive of this programme and made suggestions of condensing public facing documents with less text and more pictures</p> <p>Action: Members to contact engagement team if any groups are meeting and would welcome conversations with the programme team to share their views.</p>
NN/19/02/22	Elective Recovery Update
	<p>Lisa Durant, System Delivery Director; Planned Care, Cancer and Diagnostics accompanied by Jon Higman, Head of Elective Transformation shared a presentation entitled Elective Recovery Update which members had sight of prior to the meeting.</p> <p>Lisa Durant gave an overview on where the elective recovery is at the moment after stepping down from level 4 during the pandemic. Increased winter demands had an impact on the system. Lisa Durant highlighted some of the challenges the elective recovery team had encountered including patients with and without covid, staff</p>

	<p>sickness, urgent cases, and winter pressures which were all contributing factors to the waiting lists. Lisa Durant confirmed that extra capacity was agreed to help with these pressures.</p> <p>Jon Higman summarised the current position of waiting lists and confirmed that this was in line with the national and regional position. However, waiting lists have grown especially in ENT and orthopaedics. Letters have gone out to all patients who are on the waiting lists giving guidance on wellbeing, but awaiting further national guidance on communicating further, but will continue to communicate with patients at 12 week intervals.</p> <p>Plans to reduce waiting lists in the future are in place specifically within elective care, cancer and diagnostic waiting times with specific timelines to work towards ensuring patients on waiting lists are not waiting more than necessary. A delivery plan for tackling covid 19 has been implemented including separating elective care and emergency care, with more flexibility and collaboration across the system. Jon Higman also confirmed that transformation of delivery by expanding diagnostic testing and increasing of capacity would be implemented along with looking at redesigning pathways such as eye care, cardiac and musculoskeletal services. Additionally allowing access for GPs to gain specialists advice by asking for Advice and Guidance from specialists.</p> <p>Lisa Durant summarised that there are challenges and would be grateful for the help of PPEC to get involved around elective hubs which will link in with Tomorrow's NUH at different sites. Lisa Durant confirmed that funding has been applied for but if allocated the funding how can PPEC advise engaging with patients to help put in place the correct model.</p> <p>PPEC members raised questions around different sites across Nottinghamshire having both elective and emergency care. Lisa Durant confirmed that if we were to ringfence capacity it would be easier to deliver the services at one site. Ensuring that digital tools were used within the implementation. A further question was submitted prior to the meeting around involvement in the private sector and finances. Lisa Durant confirmed that finances are confidential but do have some support from the independent sector bringing additional staff and clinics and this will be included going forward. Lisa Durant also mentioned working in collaboration with Health Education England for training of staff and highlighted the workforce gap with diagnostic and elective capacity. Lisa Durant suggested a more in depth discussion on specific subjects and invited PPEC members to highlight areas of interest.</p> <p>Action: PPEC members to suggest possible subjects. Action: Lisa Durant to inform PPEC members on any updates around communication to patients.</p>
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NN/20/02/22	Items for information
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	<p>A number of papers were circulated to PPEC members prior to the meeting for information, which included:-</p> <ul style="list-style-type: none"> • Health and Wellbeing Strategies • Communicating Changes in General Practice to Patients Checklist
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	<p>Health and wellbeing Strategies, members felt that their voice was not heard and the paper did not provide general outputs and missed some important priorities. The strategy will be taken to the Health and Wellbeing Board next month for sign off with a view to implementation at a community and Public Health level.</p> <p>Helen Miller raised a question prior to the meeting that Healthwatch were involved in around Communicating Changes in General Practice and stated that this was a good example of listening to feedback and working collaboratively and would like to share this work on their website. Katie Swinburn agreed and would also include in the Engagement Toolkit to show what good engagement looks like.</p>
NN/21/02/22	Governing Body and Committee Feedback
	<p>Sue Clague updated members from the previous Governing Body meeting with information around:</p> <ul style="list-style-type: none"> • Covid updates • Issuing of 22/23 operational guidance and Executives are working on an operational plan • Signed off arrangements for incorporating Bassetlaw into the ICS • Finance report significant pressures • Maternity concerns at Nottingham University Hospitals. <p>Key messages from PPEC to highlight at the next Governing Body meeting on 6 April 2022 were;-</p> <ul style="list-style-type: none"> • Concerns about how patient engagement will be truly embedded within new plans at each level of the system. • Tomorrow's NUH engagement plans were supported by members • Update on Elective Recovery with more specifics around patient safety and expectations needed on the elective recovery plan.
NN/22/02/22	Any Other Business
NN/23/02/22	Date of Next Virtual Meeting
	<p>The next PPEC meeting will be held virtually on Tuesday 29 March 2022 from 2.30 pm to 4 pm.</p>