

**Minutes of the Nottingham and Nottinghamshire
 Patient and Public Engagement Committee
 held virtually on Tuesday 25 January 2022
 3 pm to 4 pm**

Attendees;

Jasmin Howell, Vice Chair in the Chair
 Chitra Acharya, Patient Leader/Carer
 Teresa Burgoyne, Nottingham West
 Michael Conroy, My Sight Nottinghamshire
 Kerry Devine, Improving Lives
 Gilly Hagen, Patient Leader/Sherwood Patient Participation Groups
 Jane Hildreth, Community Voluntary Sector representing Mid Nottinghamshire ICP
 Amdani Juma, African Institute for Social Development
 Roland Malkin, Nottinghamshire Cardiac Support Group
 Helen Miller, Healthwatch Nottingham and Nottinghamshire
 Paul Midgley, Rushcliffe
 Carolyn Perry, Community Voluntary Sector representing, South Nottinghamshire ICP
 Daniel Robertson, Nottingham and Nottinghamshire Refugee Forum
 Jules Seblin, Community Voluntary Sector representing City ICP

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

Julie Andrews, Engagement Manager
 Alex Ball, Director of Communications and Engagement (Joined towards the end of the meeting)
 Katie Swinburn, Engagement Officer
 Jane Hufton, Engagement Assistant (minute taker)
 Prema Nirgude, Head of Insights and Engagement
 Sasha Bipin, Engagement Officer
 Stephanie Chadwick, Group Equality and Inclusion Programme Manager, Northern Care Alliance
 Stephen Murdock, Head of Primary Care IT CCG
 Ian Trimble, Independent GP advisor Primary Care

Apologies for absence were received from;

Sue Clague, Chair
 Colin Barnard, Patient Leader/Diabetes
 Mike Deakin, Nottinghamshire County Council
 Becky Law, Community Voluntary Sector representing Bassetlaw
 Deb Morton, Healthwatch
 Mary Spencer, representing Bassetlaw PPGs

NN/01/01/22	Welcome and introductions
	<p>Jasmin Howell, Vice-Chair welcomed everyone to a streamlined, shorter meeting of the Nottingham and Nottinghamshire Patient and Public Engagement Committee (PPEC) that she would Chair in the absence of Sue Clague.</p>

NN/02/01/22	Declarations of interest
	<p>Jasmin Howell 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.</p> <p>Declaration of interests were made by all members of the Voluntary Sector Alliance (VSA) in relation to the information item on the agenda VSA PPE Contract Highlight Reports. Jasmin Howell confirmed that there would be no decision making in relation to this item and the attendance of VSA colleagues would not constitute a conflict of interest.</p>
NN/03/01/22	Minutes of the last meeting
	<p>The minutes of the last PPEC meeting held on 30 November 2021 were discussed and these were agreed as an accurate record of the discussion that took place at that meeting.</p>
NN/04/01/22	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>Julie Andrews confirmed that the completed actions were accurate. Julie Andrews continued to highlight the outstanding actions for discussion which included:-</p> <p>NN/202/10/2 - Arrange a follow up conversation with Andrew Fearn and Gilly Hagen and Emma Lucas. It was highlighted that this had not taken place and was still ongoing. Julie Andrews agreed to follow up again and update the action with the date the email was sent to Andrew Fearn.</p> <p>Action: Julie Andrews to contact Andrew Fearn to discuss arranging a conversation with PPEC members around IT issues and update the action with the date the email was sent to Andrew Fearn</p> <p>NN/157/06/21 and NN/168/07/21 - Engaging with ethnically diverse communities through the Mid Nottinghamshire Health Inequalities Group.</p> <p>Jane Hildreth provided an update and confirmed that Diane Carter had met with Amdani Juma from the African Institute to understand more about the issue raised. PPEC members were advised that engagement is taking place with ethnically diverse communities across Mid Nottinghamshire focusing on those groups and communities with low levels of vaccine uptake and those not registered with a GP. Examples were shared of initiatives to engage with Eastern European communities residing in Mansfield and Newark, Muslim community in Newark, Sikh community in Ashfield and the Gypsy Roma Travelling community in Newark via Newark and Sherwood District Council. PPEC members agreed that this action could be marked as completed.</p> <p>NN/213/11/21 - Children and Young Peoples Holistic Healthy Lifestyle Service engagement would be assessed using the PPEC effectiveness framework and PPEC members were invited to express an interest in joining a task and finish group to help take this work forward. Jasmin Howell confirmed that dates would be shared with members after the meeting and anyone interested was asked to contact Julie Andrews</p>

	<p>by email before the end of February 2022 in order for the work to be completed by the end of March 2022.</p> <p>Action: Jasmin Howell will propose dates for a Task & Finish Group to take place in February and March 2022 for circulation to all PPEC members.</p> <p>NN/216/11/21 - Elective Recovery Update had been delayed due to the CCG being in a level 4 incident and lack of capacity. It has been rescheduled for the February PPEC meeting.</p> <p>NN/216/11/21 - Schedule item on Pharmacy, Optometry, Dentistry pathway redesign opportunities. PPEC members were asked to suggest any services that could be delivered within primary care for further discussion in February's PPEC meeting. Members agreed that they would like Mental Health, Intraocular pressures and allowing direct referrals from the opticians to secondary care, Dementia Care, Audiology, Podiatry pathways to be suggested for consideration. Julie Andrews agreed to send an email detailing these suggestions from PPEC members.</p> <p>Action: Julie Andrews to send an email to Lucy Dadge with the suggestions from PPEC members around possible pathways to streamline within Primary Care.</p>
NN/05/01/22	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 Covid infection rates in Nottingham and Nottinghamshire had dropped by 50% over the past 2 weeks and were lower than across England. The number of hospital beds occupied remained high but not as high as originally feared. The vaccination programme was proving effective in terms of keeping people out of hospital.</p> <p>With the lifting of restrictions and the move to Plan A, PPEC members were reminded that it would still be necessary to wear face coverings in all healthcare settings.</p> <p>There remain a number of communities who are yet to receive their 1st and 2nd vaccinations. Therefore, the CCG are working to target these areas with bespoke clinics for low uptake areas including women-only clinics, needle phobia clinics and clinics for pregnant women. Pop-up clinics are taking place in Mosques and question and answers sessions in local areas. The next Community Covid-19 Briefing will take place on Thursday 27th January 2022 at 11 am via Zoom.</p> <p>Prema Nirgude updated members that the booster vaccinations had opened to anyone over 16 years of age. 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>Prema Nirgude took questions and concerns from PPEC members which included a query regarding availability of leaflets in Braille. It was confirmed leaflets are available in Braille.</p>

NN/06/01/22	Let's Talk Events, Northern Care Alliance
	<p>Stephanie Chadwick, Group Equality and Inclusion Programme Manager, Northern Care Alliance gave an overview of the Let's Talk Events that are planned.</p> <p>The Northern Care Alliance (NCA) had been commissioned to work with Nottingham and Nottinghamshire Clinical Commissioning Group to progress staff awareness on equality, diversity and inclusion (EDI). NCA will host a series of Let's Talk events on different EDI topics in the coming months. The informally facilitated sessions, held online, will have two speakers exploring relevant topics.</p> <p>Two of the sessions will relate specifically to health inequalities. The other scheduled sessions include Race, LGBT and Disability. PPEC members were asked to consider which areas of health inequalities they would like the final two Let's Talk Events to focus on and recommend speakers to participate in the events.</p> <p>Members of PPEC shared their initial ideas which included mental health, Covid recovery, young people and families, young people with care experience and young adults impacted by trauma and knife crime.</p> <p>Stephanie Chadwick asked PPEC members to email Julie Andrews with any further suggestions.</p> <p>Action: PPEC members were asked to send any ideas for future Let's Talk Events to Julie Andrews via email.</p>
NN/07/01/22	Primary Care IT Strategy
	<p>Stephen Murdock, Head of IT Primary Care and Ian Trimble, GP advisor in Primary Care shared a presentation with PPEC members prior to the meeting along with an overview of the Primary Care Information Technology Strategy.</p> <p>The Primary Care IT strategy for Nottingham and Nottinghamshire had been created in conjunction with and linking to the Integrated Care System (ICS) plans and priorities especially the Data, Analytics, Information and Technology (DAIT) and Primary Care strategies. Delivery of the strategy would be ongoing from 2021 to 2026 and consists of 6 key strategic aims. The strategic aim - Improving Citizen Access to Information and Care Records- would enable patients to self-manage their own health needs, improve access to services through the use of technology and improve health outcomes through access to information. Furthermore, it aims to tackle digital exclusion to ensure all citizens can equitably access care and information.</p> <p>Ian Trimble added to the presentation that the use of digital access to make appointments, view records and order prescriptions for patients along with the offer of face-to-face consultations would be available in the future for Primary Care with more emphasis on Public Facing Digital Services such as the NHS App and Patient Knows Best.</p> <p>PPEC members were requested to comment on the strategy and provide information on the approach proposed within Primary Care.</p> <p>PPEC members commented on digital exclusion in relation to the Primary Care IT Strategy and offered to work with the ICS to co-produce the development of solutions</p>

	<p>to achieve digital inclusion. This approach was welcomed and it was agreed that initial contact would be facilitated with Rose Atkin, Connected Notts. and further discussion would be scheduled to take place at a future PPEC meeting.</p> <p>Action: Ian Trimble to make connections between PPEC members and Rosie Atkin from Connected Notts for support with IT training for members of the community.</p> <p>Action: Ian Trimble to attend a future PPEC meeting to progress the conversation about digital exclusion and solutions including accessibility, the NHS App and Patient Knows Best.</p>
<p>NN/08/01/22</p>	<p>Items circulated for information</p>
	<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"> • ICS Establishment Update • Nottingham and Nottinghamshire Compact • Voluntary Sector Alliance PPE Contract Highlight Reports • Platform One Practice Transition of Patients <p>It was agreed that the papers circulated were for information and did not require any further discussions at PPEC at this time.</p>
<p>NN/09/01/22</p>	<p>Governing Body and Committee Feedback</p>
	<p>Jasmine Howell stated that the Governing Body meeting held on 1 December 2021 had been attended by Sue Clague and therefore highlights would be shared with members at the next meeting.</p> <p>Key messages from PPEC to highlight at the next Governing Body meeting on 2 February 2022 were;-</p> <ul style="list-style-type: none"> • The Primary Care IT Strategy for Nottingham and Nottinghamshire generated specific interest in relation to tackling digital exclusion to enable all citizens to equitably access care and information. PPEC members requested that they be actively involved in the journey to achieve this strategic aim. Time would be dedicated to this at a future PPEC meeting. • Highlight reports detailing engagement undertaken by the Voluntary Sector Alliance through the CCG commissioned service during quarter 3 were noted by PPEC members. • PPEC members made suggestions for areas of health inequalities to include in the programme of the Let's Talk Events. Suggestions included mental health, Covid recovery, young people and families, young people with care experience and young adults impacted by trauma and knife crime.
<p>NN/10/01/22</p>	<p>Any Other Business</p>
	<p>Teresa Burgoyne asked members if they were aware of any funding available for Crisis Cafes in Nottinghamshire because there is currently funding available in</p>

	<p>Leicester. Unfortunately, members were unaware of any funding within Nottinghamshire area.</p> <p>Alex Ball thanked Julie Andrews on behalf of PPEC members for all the work done over the years and wished Julie Andrews good luck with her retirement as this was going to be her last PPEC attendance. Alex Ball also mentioned that Sue Clague wanted to send her thanks to Julie who had developed a trusted relationship with colleagues and had been an ambassador for engagement.</p> <p>Jasmin Howell also expressed thanks to Julie for her professionalism and humble nature who had been a huge support in terms of her work. Along with the efficiency to coordinate and manage all that came through this meeting.</p> <p>PPEC members agreed and congratulated Julie Andrews on her pending retirement.</p>
<p>NN/11/01/22</p>	<p>Date of Next Virtual Meeting</p>
	<p>The next PPEC meeting will be held virtually on Tuesday 22 February 2022 from 2 pm to 4 pm.</p>