

**Minutes of the Nottingham and Nottinghamshire  
 Patient and Public Engagement Committee  
 held virtually on Tuesday 28 September 2021  
 2 pm to 4 pm**

**Attendees;**

Sue Clague, Chair  
 Chitra Acharya, Patient Leader/Carer  
 Teresa Burgoyne, Nottingham West  
 Kerry Devine, Improving Lives  
 Gilly Hagen, Patient Leader/Sherwood Patient Participation Groups  
 Jane Hildreth, Community Voluntary Sector representing Mid Nottinghamshire PBP  
 Roland Malkin, Nottinghamshire Cardiac Support Group  
 Deb Morton, Healthwatch  
 Daniel Robertson, Nottingham and Nottinghamshire Refugee Forum  
 Jules Sebelin, Community Voluntary Sector representing City PBP

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

Julie Andrews, Engagement Manager  
 Alex Ball, Director of Communications and Engagement  
 Lucy Branson, Associate Director of Governance  
 Jane Hufton, Engagement Assistant (minute taker)  
 Alex Julian, Mental Health Commissioning Manager  
 Lorca Russell, Engagement Officer

**Apologies for absence were received from;**

Jasmin Howell, Vice Chair  
 Colin Barnard, Patient Leader/Diabetes  
 Michael Conroy, My Sight Nottinghamshire  
 Mike Deakin, Nottinghamshire County Council  
 Amdani Juma, African Institute for Social Development  
 Paul Midgley, Rushcliffe  
 Helen Miller, Healthwatch Nottingham and Nottinghamshire  
 Carolyn Perry, Community Voluntary Sector representing, South Nottinghamshire PBP

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| <b>NN/185/09/21</b> | <b>Welcome and introductions</b>   |
|                     | Sue Clague welcomed everyone to the Nottingham and Nottinghamshire Patient and Public Engagement Committee (PPEC) meeting and extended a warm welcome to Alex Ball, Director of Communications and Engagement and Lorca Russell, Engagement Officer. |
| <b>NN/186/09/21</b> | <b>Declarations of interest</b>  |
|                     | 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.         |
| <b>NN/187/09/21</b> | <b>Minutes of the last meeting</b>   |
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|                            | <p>The minutes of the last PPEC meeting held on 24 August 2021 were discussed and these were agreed as an accurate record of the discussion that took place at that meeting.</p>  |
| <p><b>NN/188/09/21</b></p> | <p><b>Matters arising including Action Log</b></p>  |
|                            | <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 highlighted some of the outstanding actions within the action log which included:-</p> <p><b>NN117/08/21 Interpretation and Translation Services</b> A Communication and Engagement Plan which outlines the plans including engaging with Nottingham Together Board, BAME Sub-Group and Refugee Forum would be finalised towards the end of October 2021 and would be circulated in due course.</p> <p><b>NN/176/08/21 Community Transformation Programme</b> - Julie Andrews had circulated the Project Overview received from Steven Smith, Project Lead for this programme. The overview highlights citizen engagement as a key part of the implementation phase of the programme. Steven Smith would be presenting to PPEC members in October when further clarification would be provided. Sue Clague raised a concern that greater citizen involvement should be incorporated into this programme of work at the earliest opportunity. Julie Andrews agreed to raise PPEC members concerns about the absence of any robust citizen engagement in this programme to date and to emphasise the importance of incorporating this from the start.</p> <p><b>NN/168/07/21 – Learning from Platform One Practice</b> – The Engagement Team would be developing a best practice check list of resources to use when communicating practice changes to patients that could be tailored to the demographic profile of the practice.</p> <p><b>NN/157/06/21 and NN/168/07/21 – Engaging with ethnically diverse communities in Mid Nottinghamshire.</b> Diane Carter, from Mid Nottinghamshire Place Based Partnership had advised that she would be liaising with Local Authority colleagues to gain more insight into how ethnically diverse communities who may be feeling isolated could be better supported.</p> <p><b>Action: Julie Andrews to contact Steven Smith regarding citizen engagement in the Community Transformation Programme and to reiterate the offer of support from the Engagement Team to progress this.</b></p> |
| <p><b>NN/189/09/21</b></p> | <p><b>Equality, Diversity and Inclusion</b></p>   |
|                            | <p>Lucy Branson, Associate Director of Governance gave an overview of the Annual Equality Assurance Report that had been circulated to members prior to the meeting. Lucy Branson highlighted the main features of the report reminding members that this was the first assurance report on how the CCG meets the Public Sector Equality Duty of the Equality Act 2010 (the PSED), since merging and forming a new organisation in April 2020.</p> <p>Lucy Branson explained that the CCG is committed to embedding equality, diversity and inclusion (EDI) considerations into policy development, commissioning processes</p>   |

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|                            | <p>and employment practices. Jasmin Howell, a member from PPEC is included within the well established Equality Steering Group for the CCG to drive forward this agenda. The group had overseen the CCG’s progress in relation to equality, diversity and inclusion and as a result have set out 3 objectives for the organisation which are included in Section 7 of the Annual Equality Assurance Report.</p> <p>The Steering Group had also assisted with the development of an Equality Improvement Plan which had also been circulated prior to the meeting. This plan incorporates work done around the Recovery Action Plan during the Covid Pandemic. The Governing Body would be asked to approve the plans at the beginning of October 2021.</p> <p>The NHS Equality Delivery System (EDS) used by all NHS organisations to measure performance has been paused nationally and an updated EDS is due to be released early next year.</p> <p>A forum has been established within the Integrated Care System (ICS) working collaboratively with local authorities to identify what could be delivered collaboratively. As we transition over to the ICS, a strong focus will maintained on this programme of work. From November 2021 Hazel Buchanan would take over the leadership of the EDI work and health inequalities.</p> <p>PPEC members welcomed the format including the graphic illustration of the report that would encourage people to read it. PPEC members queried the ability of the organisation to monitor access to services amongst our most disadvantaged communities. Lucy Branson advised that the ability to do this was vastly improving and this would be supported further by the establishment of an analytics unit that would support the new organisation to monitor health inequalities.</p> <p>Lucy Branson referred to research commissioned by the CCG into the mental health needs of the Lesbian, Gay, Bisexual and Transgender (LGBTQ+) population in Nottingham City. The researched led to a set of recommendations to be considered when commissioning mental health services for this population. Much of the findings are not just specific to the LGBTQ+ community and can be easily translated to other groups with protected characteristics. Commissioning team are considering how to take implement these recommendations.</p> <p>Lucy Branson confirmed that the CCG have partnered with the Northern Care Alliance who are a group of NHS providers within Manchester nationally recognised as a Centre of Excellence. Lucy Branson asked if PPEC members would like to assist in setting up some Lets Talk /Living Library events as part of our staff training offer. PPEC members welcomed this offer. Dementia awareness training was suggested as a topic for consideration.</p> <p><b>Action: Julie Andrews arrange for Northern Care Alliance to meet PPEC members to explore how they could support the staff training offer.</b></p> |
| <p><b>NN/190/09/21</b></p> | <p><b>Mental Health Services Commissioning, Dementia Well Pathway</b></p>  |
|                            | <p>Copies of a presentation on the engagement undertaken to develop the Dementia Well Pathway had been circulated to PPEC members prior to the meeting.</p>  |

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|                            | <p>Alex Julian, Mental Health Commissioning Manager, provided an update on how engagement had informed the development of the pathway through understanding professional, patients and public priorities of the short, medium and long term plans. Engagement incorporated many different methods including surveys, telephone interview, focus groups and attendance at community groups and was promoted by social media and press releases. Almost 350 responses had been received and over 100 people had participated in focus groups providing lots of interest and challenge. The engagement had generated good representation from across Nottingham and Nottinghamshire including Bassetlaw.</p> <p>The key recommendations and priorities highlighted through the engagement are listed below:-</p> <ul style="list-style-type: none"> <li>• Improve access to and quality of treatment and support pre and post diagnosis.</li> <li>• Ensure all health and social care staff have the information, knowledge and skills required to meet the needs of people with Dementia.</li> <li>• Consistent and co-produced accessible</li> <li>• Well co-ordinated, integrated and personalised.</li> <li>• .</li> <li>• Provision of a 'one stop shop' for people with dementia so they can access information, support and advice simply.</li> <li>• .</li> </ul> <p>Alex Julian concluded his presentation by advising of next steps which will include;</p> <ul style="list-style-type: none"> <li>• Share findings of engagement through a feedback webinar that PPEC members were invited to attend.<br/>Develop commissioning proposals for an ICS Dementia Well Pathway</li> <li>• Undertake a Dementia Crisis Review</li> </ul> <p>PPEC members referenced a range of community and voluntary sector groups that could support delivery of a robust Dementia Well Pathway. Sue Clague summarised that the new pathway would be dependent on the right commissioning, right volunteering and spread of best practice. In response to a query about the important role of the community and voluntary sector in the commissioning plans, Alex Julian advised that a café co-ordinator would help to support the development of new groups and there would be a need to consider how local authorities could be supported in this area of work.</p> <p><b>Action; Alex Julian to provide details of the feedback webinar for circulation to PPEC members.</b></p> |
| <p><b>NN/191/09/21</b></p> | <p><b>Covid Update</b></p>   |
|                            | <p>Alex Ball, Director of Communications and Engagement gave an update on the Covid-19 Vaccination Programme and shared a presentation highlighting the latest messages which included:-</p> <ul style="list-style-type: none"> <li>• Infection rates are continuing to grow across Nottingham and Nottinghamshire although infections are not as severe and admission to hospitals are lower due to the vaccination programme.</li> <li>• Vaccination programme Phase 2 is drawing to a close, but the offer will always be there for all eligible cohorts.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• 1.4 million vaccinations have been administered to date but in the 25–29 year old group uptake is lower.</li> <li>• Phase 3 of the vaccination programme includes the delivery of booster doses for all 50 year olds and above, frontline workers, clinically vulnerable and clinically extremely vulnerable 180 days after the 2<sup>nd</sup> dose. These will be administered from two mass vaccination sites in Mansfield and Nottingham and a greater number of smaller sites including Community Pharmacies and GP practices. The roving service will continue to deliver vaccinations to housebound and care home patients and the vaccination bus will continue to be used.</li> <li>• Vaccinations are being offered to those children who are healthy 12- 15 year olds via school immunisation programmes.</li> </ul> <p>A question was asked about patients being offered the flu jab at the same time as the Covid booster vaccination. Whilst this may be possible it was suggested that this was unlikely to happen due to process issues.</p> |
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| <b>NN/192/09/21</b> | <b>ICS Engagement Transition</b> |
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|  | <p>Julie Andrews, Engagement Manager gave an update on the Integrated Care System (ICS) Engagement Transition workshops that had taken place during the month of September 2021. Different audiences were invited to each workshop including NHS trusts, Councils, Healthwatch, PPEC members, Patient leaders, Public Health, Engagement leads and CCG members. The workshops had generated good discussion.</p> <p>Julie Andrews reminded PPEC members of the key points within the detailed guidance on Involving People and Communities published on 2 September 2021:-</p> <ul style="list-style-type: none"> <li>• Strong and effective ICS will have a deep understanding of all the people and communities it serves</li> <li>• The insights and diverse thinking of people and communities are essential to enabling ICS to tackle health inequalities and the other challenges faced by health and care systems.</li> <li>• The creation of statutory ICS arrangements brings fresh opportunities to strengthen work with people and communities, building on existing relationships, networks and activities</li> <li>• Ten principles working with people and communities</li> </ul> <p>The detailed guidance had informed the development of a framework for engagement across the system at every level that puts the voices of people and communities at the centre of health and care services. There was an acknowledgement that decisions should be taken as close to local communities as possible, and across a large footprint where there are benefits from economies of scale.</p> <ul style="list-style-type: none"> <li>• Feedback arising from the workshops was shared with PPEC members and these related to governance, integrated community involvement work and resources across the ICS and generating and utilising intelligence from communities</li> </ul> <ul style="list-style-type: none"> <li>• <b>With regard to next steps, a paper would be developed to present to the ICS Board on 4 November 2021, providing further detail of the framework incorporating feedback from the workshops.</b></li> </ul> |
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|                     | <p>Alex Ball and Sue Clague thanked the Engagement Team for the inclusive approach adopted to develop the framework.</p> <p>Jules Sebelin referenced the Voluntary Sector and Community Engagement (VSCE) leadership programme funded by NHS England that would create a VCSE provider alliance. This would ensure that smaller groups could be engaged in co-production, co-design and delivery and be recognised for what they contribute rather than the size of the organisation/charity.</p> <p>Sue Clague asked if a copy of the ICS Board report on working with people and communities could be shared with PPEC members for review. Julie Andrews advised that timescales for submission were very tight, but every effort would be made to share the paper at the earliest opportunity.</p> <p><b>Action; Julie Andrews to circulate ICS Board paper on ‘Working with people and communities’ to PPEC members.</b></p>  |
| <b>NN/193/09/21</b> | <b>Governing Body Feedback &amp; Key Messages from PPEC</b>   |
|                     | <p>Sue Clague provided feedback on matters considered at the Governing Body development session and Quality and Performance Committee as follows;</p> <ul style="list-style-type: none"> <li>• Nottingham University Hospitals NHS Trust Care Quality Commission report.</li> <li>• Reshaping Health Services Across Nottingham</li> <li>• Confirmation of arrival of asylum seekers in Nottinghamshire and assurances regarding support offer.</li> <li>• Improving coordination of IAPT providers.</li> </ul> <p><b>Key messages from PPEC to highlight at the next Governing Body meeting on 6 October 2021 were;-</b></p> <ol style="list-style-type: none"> <li>1. PPEC members welcomed the CCG’s Annual Equality Assurance Report and noted the inclusion of actions arising from the Recovery Engagement within the Equality Improvement Action Plan. PPEC members look forward to receiving further progress reports on the implementation of the Equality Improvement Action Plan.</li> <li>2. An excellent presentation on the outcomes of engagement to inform the Dementia Well Pathway was received by PPEC members. The presentation provoked a good discussion on next steps which highlighted the need to deliver a co-ordinated response at place level that incorporates voluntary sector provision.</li> <li>3. The outputs of workshops held to develop the approach to working with people and communities as part of the transition to ICS was received by PPEC members. PPEC members commended progress to date and look forward to the opportunity to review the ICS Board paper.</li> </ol> |
| <b>NN/194/09/21</b> | <b>Any Other Business</b>   |
|                     | <p>Alex Ball highlighted key programmes of work taking place currently as follows;</p> <p><b>Independent review of Nottingham University Hospitals (NUH) Maternity Services</b></p>   |



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|                            | <p>Alex Ball gave an update on the Independent review of NUH maternity services jointly commissioned by the Regional Team at NHS England &amp; Improvement published a report which is available on <a href="https://nottscg.nhs.uk/">https://nottscg.nhs.uk/</a> of how things have worked and recommendations for the future. A thematic review will now take place. There are wider concerns from Care Quality Commissioning (CQC) and the CCG is working with system partners to improve the quality of services.</p> <p><b>Transitioning into the ICS</b><br/>Alex Ball informed members regarding the structures around the NHS establishing an Integrated Care Board (ICB) and closing down of the CCG transferring all duties and responsibilities over to the ICB. A recruitment process had begun to appoint the Chief Executive of the Integrated Care Board (ICB).</p> <p><b>Establishment of Integrated Care Partnerships (ICP)</b><br/>Alongside the establishment of an ICP at system level, four place based partnerships, Nottingham City, South Nottinghamshire, Mid Nottinghamshire and Bassetlaw and a provider collaborative would be in place to facilitate joined up integrated working. .</p> <p><b>Backlog and Waiting List Recovery</b><br/>Growing waiting lists in most areas and what will be with being done to help alleviate this.</p> <p><b>Priority Transformation</b><br/>Areas of priority which are being progressed are community care, children and young people and integration of person-centred commissioning.</p> <p><b>Government New Hospitals Programme.</b><br/>Potential investment from the Government is available to reshape Nottingham University Hospitals and proposals are being developed to meet the needs of the population over the next 20-25 years.</p> <p>PPEC members noted the significant programmes of work underway.</p> |
| <p><b>NN/195/09/21</b></p> | <p><b>Date of Next Virtual Meeting</b></p>  |
|                            | <p>The next PPEC meeting will be held virtually on Tuesday 26 October 2021 from 2 pm to 4 pm.</p>   |