

# NOTES

## Engagement and Involvement Group

Runcorn Town Hall, Runcorn

Wednesday 1<sup>st</sup> May 2019

9:30-11:30

In attendance: Maria Austin, Lorna Plumpton, Dianne McCormick, Ruth Austin-Vincent, Alec Schofield, Richard Ashworth, Sophie Ellis, Jenny Garden, Karen Hampson, Sophie Bartsch and Lucy Reid.

| Agenda Item               | Notes   |
|---------------------------|---|
| Welcome and Introductions |   |
| 1) Feedback from workshop | <p>The workshop looked at how we effectively use engagement to make sure we are reaching all, and how the E&amp;I group will function and information is fed into and to other groups. Example below;</p> <pre> graph TD     HPHF((Halton Peoples Health Forum (HPHF))) --&gt; HPHFPG((Halton Peoples Health Forum Planning Group (HPHFPG)<br/>*previously known as steering group))     HPHFPG --&gt; EandI((Engagement and Involvement Group (E&amp;I)))     EandI --&gt; QC((Quality Committee (QC)))     QC --&gt; GB((Governing Body (GB)))     </pre> |
| 2) Draft TOR              | <p>The group went through the draft terms of reference (TOR).</p> <ul style="list-style-type: none"> <li>• Purpose ✓</li> <li>• Duties ✓</li> <li>• Planning ✓</li> <li>• Co-ordinate ✓</li> <li>• Monitor &amp; report ✓</li> </ul>  |

|                                 |   |
|---------------------------------|---|
|                                 | <p>Refer to voluntary and third sector organisations as – ‘Third &amp; Voluntary sector’.</p> <p>Angela Green from Bridgewater to be included onto the contact list and retrospectively include Owen Ashworth from NHS Halton CCG.</p> <p>*ACTION ①* A contact for LGBT &amp; BAME groups need to be identified</p> <p>*ACTION ②* Lorna to send through an engagement contact from Whiston</p> <p>*ACTION ③* Sophie to send through a contact for NWBH</p> <p>Quorum to be at minimum five members, with at least one CCG and one third &amp; voluntary sector representative.</p> <p>*ACTION ④* Maria to write to members to highlight the importance of the group</p> <p>It was agreed the group will meet monthly for the first 6 months (next meeting, 18<sup>th</sup> June 2019 at Runcorn Town Hall, 1:30pm – 3:30pm).</p> <p>The TOR is to go out to the membership list and then go on to review.</p> <p>*ACTION ⑤* Des to contact David ‘Defekra’ community outreach</p> |
| 3) 360° Feedback Report         | Useful insight and feedback from the report which will be shared with group members for the patient and public involvement area.  |
| 4) Appleton Practice Relocation | <p>Transport is an issue with patients and Halton Community Transport have confirmed they can be used, although because they are the main provider of school transport certain times will be fully booked for school runs.</p> <p>It would be beneficial if the practice could identify patients that would require the need for home visits or transport.</p> <p>*ACTION ⑥* Maria to arrange to speak to local Cllr’s and MP, maybe at a practice meeting (Cllr’s Eddie Jones, Ged Phillban, Sue Derek Twigg)</p> <p>It’s also PPG awareness week 10-15 June 2019, an ideal chance to visit the practice and speak to patients about the relocation.</p>   |
| 5) Healthwatch                  |   |
| 6) PPG+                         | The next PPG+ meeting is on the 20 <sup>th</sup> May 2019 at Upton Community Centre, 12:00 – 2:30pm. Topics include Diabetes, Primary Care Network and GP federations. Please contact Diane McCormick for more info.  |
| 7) Hospital medicines           | Lucy Reid updated the group on the campaign regarding patients taking their own medicines into hospital. This has come from an STP level, but the group feel it is not yet tuned to a level which we would consider viable to launch. *ACTION ⑦* Maria to contact STP (MIAA) lead, Lucy will send contact details through.  |
| 8) AOB                          | E&D report, Andy Woods is doing some work on this *ACTION ⑧* Maria to speak to Andy.  |

|       |  |
|-------|--|
|       | Put Cheshire and Merseyside Cancer Alliance on a future agenda.  |
| Close | Next meeting, Tuesday 18 <sup>th</sup> June 2019, 1:30pm – 3:30pm at Runcorn Town Hall, Committee Room 1 |

| Action log |   |                |
|------------|---|----------------|
| ①          | A contact for LGBT & BAME groups need to be identified                    | Des Chow       |
| ②          | Lorna to send through an engagement contact from Whiston                  | Lorna Plumpton |
| ③          | Sophie to send through a contact for NWBH                                 | Sophie Ellis   |
| ④          | Maria to write to members to highlight the importance of the group        | Maria Austin   |
| ⑤          | Des to contact David 'Defekra' community outreach                         | Des Chow       |
| ⑥          | Maria to arrange to speak to local Cllr's and MP                          | Maria Austin   |
| ⑦          | Maria to contact STP (MIAA) lead, Lucy will send contact details through. | Maria Austin   |
| ⑧          | Maria to speak to Andy Woods  | Maria Austin   |