

Patient and Public Engagement Committee 2020/2021

Date of Meeting:	14 January 2021
Agenda Item:	3.1
Subject:	2021/22 Patient & Public Engagement Business Schedule and Meeting Dates
Reporting Officer:	Denise Dawson, Lay Member - Patient and Public Experience and Engagement
Aim of Paper:	For members to agree the 2021/22 PPEC business schedule and meeting dates.

Governance route prior to PPEC	Meeting Date	Objective/Outcome
Governing Body	Select date of meeting.	Click to Select
Audit Committee	Select date of meeting.	Click to Select
Strategic Place Board	Select date of meeting.	Click to Select
Integrated Commissioning Board	Select date of meeting.	Click to Select
Locality Engagement Group	Select date of meeting.	Click to Select
Patient and Public Engagement Committee	Select date of meeting.	Click to Select
Quality and Safeguarding Committee	Select date of meeting.	Click to Select
Remuneration Committee	Select date of meeting.	Click to Select
Clinical and Professional Advisory Panel	Select date of meeting.	Click to Select
Primary Care Commissioning Committee	Select date of meeting.	Click to Select
Information Governance Management Group	Select date of meeting.	Click to Select
Other	Click here to enter text.	

Patient and Public Engagement Committee Resolution Required:	Approval/Decision
Recommendation	Members to agree the proposed business schedule and meetings dates/times for 2021/22.

Link to Strategic Objectives	Contributes to: (Select Yes or No)
SO1: To be a high performing CCG, deliver our statutory duties and use our available resources innovatively to deliver the best outcomes for our population.	Yes
SO2: To deliver on the outcomes of the Locality Plan in respect of Prevention and Access (Prevention and Self Care)	No
SO3: To deliver on the outcomes of the Locality Plan in respect of Neighbourhoods & Primary Care (Getting help in the Community)	No
SO4: To deliver on the outcomes of the Locality Plan in respect of In Hospital - Planned (Getting more help)	No
SO5: To deliver on the outcomes of the Locality Plan in respect of In Hospital - Urgent Care (Getting more help)	No
SO6: To deliver on the outcomes of the Locality Plan in respect of Children, young people and families	No
SO7: To deliver on the outcomes of the Locality Plan in respect of Mental Health	No

Risk Level: (To be reviewed in line with Risk Policy)	Not Applicable
Comments (Document should detail how the risk will be)	N/A

mitigated)	
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Content Approval/Sign Off:	
The contents of this paper have been reviewed and approved by:	Not applicable
Clinical Content signed off by:	Not applicable
Financial content signed off by:	Not applicable

	Completed:
Clinical Engagement taken place	Not Applicable
Patient and Public Involvement	Not Applicable
Patient Data Impact Assessment	Not Applicable
Equality Analysis / Human Rights Assessment completed	Not Applicable

Executive Summary
<p>It is proposed that the frequency of the Patient and Public Engagement Committee meetings increase from quarterly to bi-monthly commencing April 2021.</p> <p>Below are the proposed 2021/22 PPEC meeting dates and business schedule for member's approval.</p>

Draft Timetable of the Patient and Public Engagement Committee 2021/22

Time	Date	Venue
10am to 12noon	Thursday 8 April 2021	Microsoft Teams
10am to 12noon	Thursday 10 June 2021	Microsoft Teams
10am to 12noon	Thursday 12 August 2021	Microsoft Teams
10am to 12noon	Thursday 14 October 2021	TBC
10am to 12noon	Thursday 9 December 2021	TBC
10am to 12noon	Thursday 10 February 2022	TBC

**Draft Patient and Public Engagement Committee
Business Schedule 2021/22**

**Thursday 8 April 2021, 10am to 12noon
Microsoft Teams**

Governance:

Apologies (to hmrccg.ccghub@nhs.net)
Declarations of Interests (to hmrccg.dois@nhs.net)
Minutes of the previous meeting
Matters Arising / Action Log
Chair's Actions

Presentation:

HealthWatch - Youth Watch Panel Findings

Third Sector Members Update:

Mind – Rebecca Steele
RADDAG – Sarah Cross
Healthwatch – Kate Jones
KYP – Khadija Tily
Circle – Mark Wynn
PPG – Karen Kelland
Rochdale Connections Trust - Cathy Thomas

Decision Items:

Draft Annual Engagement Report

Discussion Items:

TBC

Communications:

Task and Finish Groups Update
Integrated Commissioning Business Engagement Update
Communications and Engagement Update
Equality Diversity and Inclusion Update

Items for Information:

ERS (Electronic Referral System) Pop Up Survey – Phil Burton

**Thursday 10th June 2021, 10am to 12noon
Microsoft Teams**

Governance:

Apologies (to hmrccg.ccghub@nhs.net)
Declarations of Interests (to hmrccg.dois@nhs.net)
Minutes of the previous meeting
Matters Arising / Action Log

Chair's Actions

Presentation:

Northern Care Alliance – Engagement Plans

Third Sector Members Update:

Mind – Rebecca Steele
RADDAG – Sarah Cross
Healthwatch – Kate Jones
KYP – Khadija Tily
Circle – Mark Wynn
PPG – Karen Kelland
Rochdale Connections Trust - Cathy Thomas

Decision Items:

TBC

Discussion Items:

Terms of Reference Annual Review
Annual Engagement Report
Future Presentations

Communications:

Task and Finish Groups Update
Integrated Commissioning Business Engagement Update
Communications and Engagement Update
Equality Diversity and Inclusion Update
AGM Update

Items for Information:

ERS (Electronic Referral System) Pop Up Survey – Phil Burton

Thursday 12 August 2021, 10am to 12noon
Microsoft Teams

Governance:

Apologies (to hmrccg.ccghub@nhs.net)
Declarations of Interests (to hmrccg.dois@nhs.net)
Minutes of the previous meeting
Matters Arising / Action Log
Chair's Actions

Presentations:

Urgent Care – Shaju Ahmed

Third Sector Members Update:

Mind – Rebecca Steele/Stephen Maden
RADDAG – Sarah Cross
Healthwatch – Kate Jones
KYP – Khadija Tily
Circle – Mark Wynn

PPG – Karen Kelland
Rochdale Connections Trust - Cathy Thomas

Decision Items:

TBC

Discussion Items:

TBC

Communications:

Task and Finish Groups Update
Integrated Commissioning Business Engagement Update
Communications and Engagement Update
Equality Diversity and Inclusion Update

Items for Information:

ERS (Electronic Referral System) Pop Up Survey – Phil Burton

Thursday 14 October 2021, 10am to 12noon

TBC

Governance:

Apologies (to hmrccg.ccghub@nhs.net)
Declarations of Interests (to hmrccg.dois@nhs.net)
Minutes of the previous meeting
Matters Arising / Action Log
Chair's Actions

Presentations:

Mental Health Services – Adults & Children's

Third Sector Members Update:

Mind – Rebecca Steele
RADDAG – Sarah Cross
Healthwatch – Kate Jones
KYP – Khadija Tily
Circle – Mark Wynn
PPG – Karen Kelland
Rochdale Connections Trust - Cathy Thomas

Decision Items:

Engage 3 Business Case

Discussion Items:

Engagement Assessment (IAF) Results

Communications:

Task and Finish Groups Update
Integrated Commissioning Business Engagement Update
Communications and Engagement Update
Equality Diversity and Inclusion Update

Items for Information:

ERS (Electronic Referral System) Pop Up Survey – Phil Burton

**Thursday 9 December 2021, 10am to 12noon
TBC**

Governance:

Apologies (to hmrccg.ccghub@nhs.net)

Declarations of Interests (to hmrccg.dois@nhs.net)

Minutes of the previous meeting

Matters Arising / Action Log

Chair's Actions

Presentations:

TBC

Third Sector Members Update:

Mind – Rebecca Steele/Stephen Maden

RADDAG – Sarah Cross

Healthwatch – Kate Jones

KYP – Khadija Tily

Circle – Mark Wynn

PPG – Karen Kelland

Rochdale Connections Trust - Cathy Thomas

Decision Items:

TBC

Discussion Items:

TBC

Communications:

Task and Finish Groups Update

Integrated Commissioning Business Engagement Update

Communications and Engagement Update

Equality Diversity and Inclusion Update

Items for Information:

ERS (Electronic Referral System) Pop Up Survey – Phil Burton

**Thursday 10 February 2022, 10am to 12noon
TBC**

Governance:

Apologies (to hmrccg.ccghub@nhs.net)

Declarations of Interests (to hmrccg.dois@nhs.net)

Minutes of the previous meeting

Matters Arising / Action Log

Chair's Actions
Committee Self-Assessment 2021/22

Third Sector Members Update:

Mind – Rebecca Steele/Stephen Maden
RADDAG – Sarah Cross
Healthwatch – Kate Jones
KYP – Khadija Tily
Circle – Mark Wynn
PPG – Karen Kelland
Rochdale Connections Trust - Cathy Thomas

Decision Items:

2022/23 Business Schedule and Meeting Dates
Final Draft of Annual Equality Publication / Strategy

Discussion Items:

TBC

Communications:

Task and Finish Groups Update
Integrated Commissioning Business Engagement Update
Communications and Engagement Update
Equality Diversity and Inclusion Update

Items for Information:

ERS (Electronic Referral System) Pop Up Survey – Phil Burton