

**Public Consultation Process
Stakeholder Advisory Group (PCPSAG)**

MEETING (11.08.16)

MINUTES

Attendance: Sue Stevenson (SS), Richard Pratt (RP), Jane Smith (JS), Sarah Hall, (SH), Linda Mitchell (LM), John Brown (JB), Sue Gallagher (SG), Jan den Bak (JdB), John Underwood (JU), Stephen Hall (STH)

Apologies: Helen Sant, Eveline Dugdale

1. Welcome and Introductions.

Sue Stevenson began the meeting by welcoming attendees and summarising the role of the PCPSAG namely to advise the Success Regime and NHS Cumbria CCG on the process of the upcoming consultation programme. Individual members of the group then introduced themselves.

JdB asked whether other Success Regime programmes had formed similar advisory groups. JU explained that other Success Regimes had not made as rapid progress as had been made in Cumbria but that stakeholder advisory groups were considered to be helpful and best practice. JS asked why Cumbria had made progress faster than the other Success Regimes. JU explained that the CQC had set a number of important deadlines in relation to the local acute trust and that there was a clear desire in many parts of the local community to see meaningful action to address healthcare challenges as swiftly as possible.

The composition of the PCPSAG was discussed as well as its relative size. It was agreed that it should not become so large as to become unwieldy.

2. Terms of Reference and Membership

There followed a discussion about the membership of the PCPSAG. JB suggested that a representative of the Cumbria Advice Network (CAN) - Martin Telford - should be co-opted onto the PCPSAG and this was agreed. Helen Sant and Siobhan Gearing were absent and the group recommended that they should be contacted again to confirm whether they would like to be members of the group. There was discussion regarding whether Jon Rush (non-executive of the CCG governing body) should be invited.

JS raised the question of accessibility with respect to the consultation document. JU explained that arrangements are in place for an easy-read version to be created and for the document to be made available in other forms such as braille, audio, translations etc. as necessary.

JB raised the point that there should be sign language interpreters at public meetings and other events. The PCPSAG agreed to recommend this action.

SS suggested that the PCPSAG might wish to offer advice on wider consultation Success Regime/Clinical Commissioning Group. SS also raised the significant difference between engagement and consultation and said this should be clearly communicated.

There followed a discussion about the governance of the PCPSAG and it was agreed that monthly meetings would be appropriate. RP suggested that if the length of meetings or frequency of meetings need to change, this could be discussed at future meetings as necessary.

JU confirmed that the minutes of PCPSAG meetings will be presented to the Success Regime Programme Board and to the Clinical Commissioning Group in order that PCPSAG recommendations are known and discussed.

3. Success Regime Consultation Strategy

SS went through the introduction to the Consultation Strategy document and the context to the consultation. It was agreed that certain dates needed updating.

JB indicated that in his view Cumbria's health economy had always been underfunded and that this was a major concern going forward. He also said that in his view cuts to social care budgets in Cumbria impacted on healthcare in the county and that there should be additional funding for healthcare in WNE Cumbria.

There followed a discussion on the principles of the consultation as outlined in the strategy document. JB said that the strategy document appeared to be very NHS-focused given the fact that we are apparently moving towards a closer working relationship between health and social care. He indicated that he will send STH the Cumbria Compact guidelines on engagement.

JdB asked that the answers to questions raised by the West Cumbria Community Forum should be placed on the Success Regime website.

JU confirmed that during the consultation period it was intended that there should be a fortnightly update newsletter to any member of the public who may wish to receive it, detailing news and information about upcoming consultation events.

The PCPSAG recommended that there should be a "Frequently Asked Questions" space on the consultation website.

RP said that in his view hearing loops should be installed at the locations of public meetings. The PCPSAG agreed this should be a firm recommendation.

On the topic of meeting locations, the group agreed that a meeting at Kirkby Stephen might be beneficial but that this would be discussed further at the next meeting of the PCPSAG.

There was then a lengthy discussion about the value of providing additional transport information for public meetings. It was agreed by the PCPSAG that appropriate travel information should be provided about travel and transport options.

A discussion on seldom heard/hard to reach groups then followed. It was pointed out that the current stakeholder database already included a substantial number of such groups/individuals but it was further agreed that PCPSAG members would send the details of any specific hard to reach groups that they knew of to STH.

With the exception of the points noted above the PCPSAG made no other recommendations for change within the consultation strategy.

4. AOB

LM noted that some discussion during this meeting had focussed on the content of the consultation programme while the real purpose of the PCPSAG was to advise on the consultation process. RP said he would be stricter in the future about ensuring discussion focussed on the PCPSAG's terms of reference.

JB noted that the meeting had run over the allotted time and recommended that in future more than one hour should be allotted to the meeting.

The meeting ended at approximately 3pm.

MASTER LIST OF PCPSAG ACTIONS and RECOMMENDATIONS:

1. A representative of the Cumbria Advice Network (CAN) - Martin Telford - should be co-opted onto the PCPSAG.
2. Siobhan Gearing and Helen Sant will be contacted to confirm whether they wish to be members of the PCPSAG.
3. The PCPSAG will meet on a monthly basis.
4. It was agreed that certain dates needed updating in the consultation strategy.
5. JB will send STH the Cumbria Compact guidelines on engagement.
6. Answers to questions raised by the West Cumbria Community Forum should be placed on the Success Regime website.
7. There should be a "Frequently Asked Questions" space on the consultation website.
8. There should be sign language interpreters at public meetings and other events.
9. There should be hearing loops at the locations of public meetings.
10. Appropriate travel information should be provided about travel and transport options for consultation public meetings.
11. PCPSAG members will send the details of any specific hard to reach groups that they knew of to STH.
12. Future meetings will be scheduled for more than one hour.

DATES OF NEXT MEETINGS

Monday 12th September 5pm - 7pm

Thursday 13th October 1pm - 3pm

Monday 31st October 1-3pm