

**Brent Patient and Public Engagement
Committee Meeting**

13th April, 2017
2.00pm to 3.30pm
CVS Training Room

Minutes of the meeting

Present	
Nick Young (NY)	Chair - Governing Body Lay Member
Selina Rodriguez (SR)	Brent HealthWatch
Fuad Uddin (FU)	CVS
Michelle Johnson (MJ)	Brent CCG
Anne Kittappa (AK)	Brent Council
Apologies	
Caroline Powls (CP)	Brent Council
John Licorish (JL)	Brent Council

Item	Time	Item	Action Points/owners
1.	2.00pm	<p>Welcome, Introductions and Apologies</p> <p>NY, Chair of the Brent Equalities, Engagement and Self-Care (BEES Committee) welcomed attendees and advised that apologies had been received from CC and KG.</p>	N/A
2.	2.15pm	<p>Previous minutes and matters arising:</p> <p>Correction noted on the previous meeting minutes, as Christian Cubitt was not present at the January meeting.</p> <p>In the absence of Christian Cubitt and Sarah Basham, the meeting was not quorate, however, those in attendance agreed to go ahead with the meeting on the grounds that ideas could be discussed, but no major decisions would be taken on them. The Chair asked that an alternative CD should be identified or a deputy to attend in the absence of Sarah Basham.</p> <p>It was announced that Sarah Mansuralli is leaving Brent end of June</p> <p>Rachel DeSouza has moved on from Brent to Camden CCG. As a result BEES has no admin support. In light of this FU volunteered to take the minutes for the meeting. MJ tasked with seeking additional support for BEES from Brent CCG corporate admin - MJ to seek from Brent CCG</p> <p>The Chair declared that the minutes of the meeting of April 2017 were agreed by members and signed off by the BEES sub-committee.</p>	<i>MJ to identify deputy CD</i>
6.	2.30.pm	<p>Self-care update – CVS Brent</p> <p>Self-Care Reporting – Caroline Kirby, the provider lead was invited to attend the meeting to present on the Self-care program and agree the best way for reporting into BEES on the progress of the program. However, CK did not attend.</p> <p>FU provided an update on the self-care project:</p> <ul style="list-style-type: none"> • Project is still in its infancy, pilot began delivery in Nov 2016 • Evaluation discussion of the project is planned, with assistance from Prof. David Sines • CVS Brent provides referral service to Care Navigators 	<i>MJ to speak with Sarah Basham the CD for BEES and Chair of IGC on this.</i>

		<p>only so cannot comment further on the project's reach with patients. The referral service uses non-identifiable data only.</p> <p>- Additional reporting info sought on self-care, including:</p> <ul style="list-style-type: none"> • age • gender • orientation (if recorded) • faith (if recorded) • deprivation levels (e.g. income, overcrowding) • localities (e.g. ward level, LSOA level) 	<p><i>FU to seek info from Self Care project, Caroline Kirby, on these items</i></p>
3.	2.35pm	<p>MJ updates:</p> <ul style="list-style-type: none"> • PSED Report discussed at IGC. Further feedback received from some IGC members, feedback awaited from Christian Cubitt and Sarah Basham - • 2 short films have been commissioned to give information on Self-care and GP Access Hubs. The films will be screened during a 7 day community road show between 10th -17th July. Cost of production was approx. £9000 + VAT BHH have also commissioned an urgent care film <p>Queries were raised on whether films had subtitles or BSL to improve its accessibility - MJ to explore additional resource for this. AK to also check with LBB on the company they use and to share their details.</p> <p>SR anecdotal feedback from deaf/blind patients is increased accessibility is needed for film media.</p> <ul style="list-style-type: none"> • Focus on developing some self-care pages on CCG website in coming months <p>NY gave some feedback on the website.</p> <ul style="list-style-type: none"> • MJ presented an update on CAMHS transformation • MH focus group for adult is scheduled to feed into the JSNA • PMS contract being reviewed • Brent has funded a post via the Advocacy Project for a LD engagement officer. Stephen Snelling joined us in Feb/March. He is establishing two new groups for LD engagement and advocacy, north and south of the borough. Both groups will meet monthly. • SS will be invited to attend BEES 	<p><i>MJ to follow up</i></p> <p><i>NY to discuss his concerns about the website with Christian Cubitt.</i></p>

		<ul style="list-style-type: none"> The Pan London Engagement Lead Network are agreeing a reimbursement policy for patient engagement. MJ mentioned it has been challenging to recruit patients to attend meetings and workshops and tabled the idea of the CCG providing incentives e.g. vouchers for certain activities. All BEES members in attendance expressed support for this idea and comfortable with use of vouchers - AK to send details of how LBB staff access Love 2 Shop vouchers. MJ to draft a policy on use of vouchers as financial incentives to be presented at IGC. <p>Current areas of engagement activity focus include Self-care, Urgent care, Access Hubs</p> <p>FU mentioned a self-care conference has been in the works for some time, although nothing concrete as of yet.</p> <p>Healthwatch Updates:</p> <p>Healthwatch Brent feedback of patient data is being documented, with anecdotal information being recorded. Currently being kept on an excel spread sheet.</p> <p>Questionnaires for patients are being reviewed to seek new questions</p>	
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8	3.20pm	<p>A.O.B.</p> <p>Partners agreed BEES meeting to run bi-monthly going forward for 2 hours.</p>	<i>MJ to send next invitation</i>

The meeting closed at 3.30pm.