

<i>If a decision is required please indicate which CCG is being asked to approve this report</i>	South Devon and Torbay CCG	<input type="checkbox"/>
	Northern, Eastern and Western Devon CCG	<input type="checkbox"/>

Engagement Committee in Common: Chair's Report (Public)

1. Executive Summary

The second meeting of the Engagement committees in common took place on 05 December 2017, chaired by Jennie Willmott, Lay Member, patients and public, NEW Devon CCG. The committees considered: -

- How engagement activity will be reported, monitored and reviewed against NHS England requirements so that Governing Bodies can be assured;
- A possible operational engagement structure to support the committees;
- Lessons that could be taken from national events and other STP activity;
- Updates on engagement initiatives being planned or underway;
- And how members will contribute to the effectiveness of the meetings by providing feedback after each.

2. Purpose of report

This Report highlights for Governing Bodies meeting in Common, the range of engagement and related activity reviewed, including actions from the October meetings. The role of the committees meeting in common is to give governing bodies assurance that effective engagement is taking place and that statutory duties are being met.

3. Content (risk and assurances)

The core issues of the meeting were:

- Minutes of the meeting held on the 05 October 2017 were approved.
- Learning from Others - The experience of Dorset Sustainability and Transformation Partnership (STP) and feedback from national conferences focusing on engagement and consultation were discussed with a view to ensuring that lessons learned from the experience of others would inform engagement activity in Devon.
- Devon Sustainability & Transformation Partnership - Following discussion at the last meeting of the committee, members were updated as to the likely involvement and engagement approach for meeting the needs of our population under the Devon STP strategy refresh. The approach under discussion is likely to lead into a long term way of regular involvement and engagement which would enable the CCGs to work more closely

NHS organisations involved:

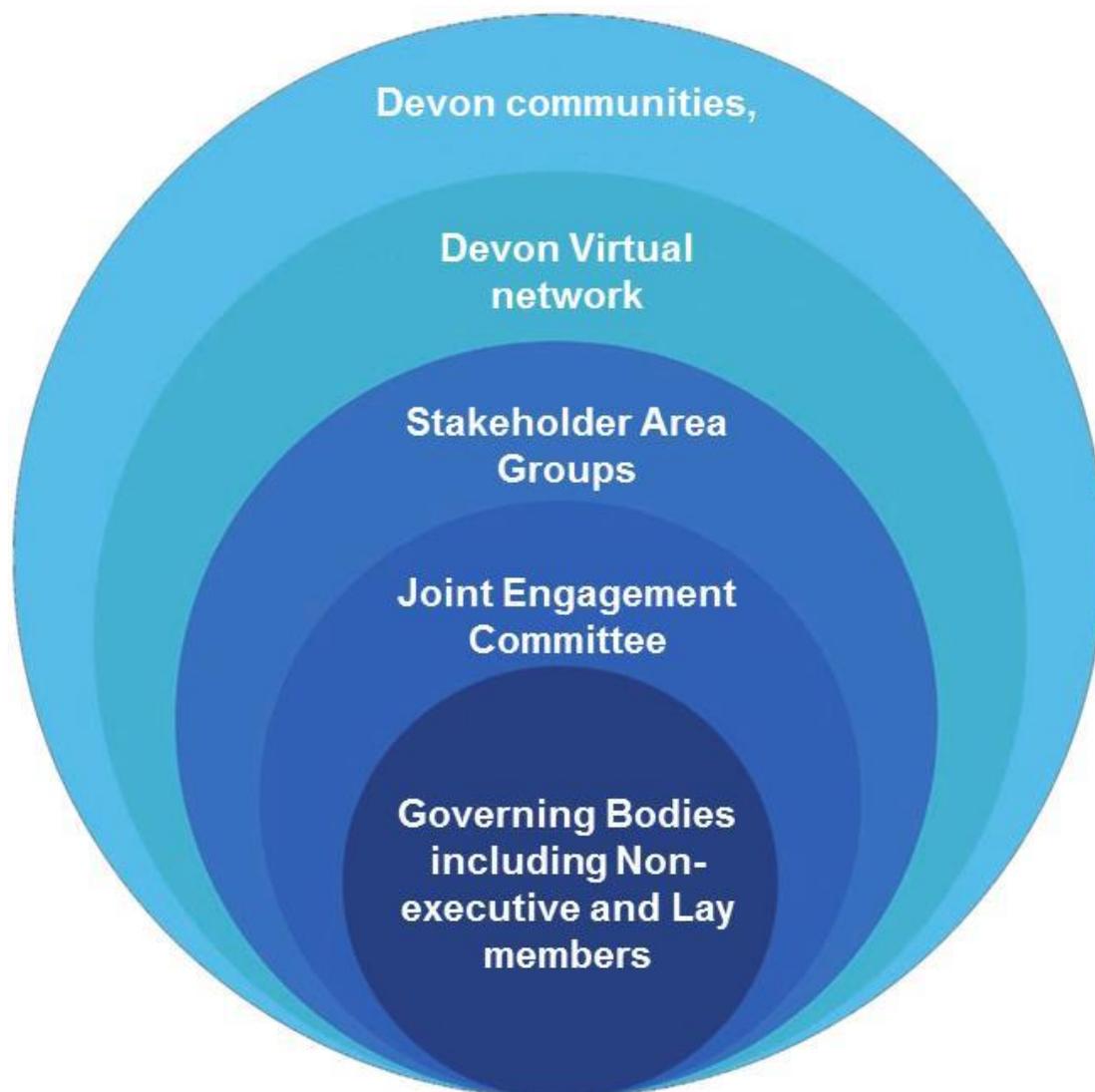
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with communities to address issues which could impact on them. Public representatives reminded the committee that the challenge is to explain in clear and simple language to the public the need for a social model of care and that it is helpful to use real patient experiences/stories as practical examples.

- What Good Looks Like - Work, previously undertaken, by NEW Devon CCG Patient & Public Engagement Committee on what good engagement looks like was reviewed. This has been updated to cross reference NHS England (NHSE) Indicators. The Committees adopted this and recognised it serves as a way of helping staff consider engagement requirements in early planning stages and also for use as a check list for the committee to assure members that planned action had been followed through and that objectives had been met. It was also recognised as a useful tool to support training and development of commissioning managers in understanding best practice in patient and public involvement as part of service planning or change.
- NHS England Patient & Public Participation CCG Assessment - For the first time, NHSE was evaluating the engagement activity of CCGs nationally and in April next year, each would be rated according to compliance with 5 Domains and 19 Indicators. The timetable for this process was discussed and the actions being taken to maximise the rating both CCGs receive.
- Engagement Committee Involvement Report - A new involvement report, linked to the NHSE domains against which our activity will be assessed, was reviewed. Its purpose is to provide an 'at a glance' review of current and planned activity, its current status, timeframe and outcome measures matched to NHSE indicators. The committee will review engagement plans and reports through a programme of reports throughout the coming year
- Organisational Engagement Structure - Draft proposals were considered for strengthening the operational engagement structure that reports into and out of the Engagement Committee meetings. The aim is to provide a range of channels where activity can be reviewed and where local communities are able to contribute. The draft proposals would also provide a consistent way of feeding back actions taken as a result of engagement and/or patient involvement. A possible structure such as that illustrated below attracted support and discussions on how to implement will now be taken forward.

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- Update on Childrens Services Re-Procurement - The latest position of children's reprocurement was considered, including confirmation that feedback from the engagement process had been published, providing a further opportunity for comment. The views expressed are shaping the tender specifications which form the basis of next year's reprocurement.
- Complaints and Concerns Policy – A new joint policy was shared with the Committee for information
- Shared Decision Making - a report was shared with the committee outlining a Devon-wide project to embed Shared Decision Making across health care pathways as part of the STP Planned Care Workstream. The report highlights patient involvement undertaken to date. It was agreed this work would be presented to the committee at the next meeting.

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- Committee Effectiveness - The committee also agreed that it would seek feedback after each meeting as to its effectiveness, how it could be improved the aspects that were felt to be of most value.

4. Recommendations

The NEW Devon and SDT CCG's Engagement Committees in Common request that the respective governing bodies note this report and request any further actions that may be required.

Report author and job title: Ray Chalmers, Head of Communications and Strategic Engagement SDT CCG

Executive Lead: Hugh Groves

Job Title: Chief Finance Officer

Date of Approval by Executive: 17 January 2018

NHS organisations involved:

Northern, Eastern and Western Devon Clinical Commissioning Group
South Devon and Torbay Clinical Commissioning Group