

<b>Voluntary and Community Stakeholder Reference Group Minutes 5<sup>th</sup> August 2015</b>		
<b>Date and time:</b>	Wednesday 5 <sup>th</sup> August 2015 Time: 9:30am-11am	
<b>Venue:</b>	Committee Room, Holbrook House	
<b>Organiser:</b>	Gail Hawksworth, Head of Communications and Engagement	
<b>Attendees:</b>	<p>Litsa Worrall, PPG Elected representative</p> <p>Ilhan Basharan, Consultation and Resident Engagement, Services Team (CREST) Manager, Chief Executive's Unit, Enfield Council</p> <p>Monty Meth, Over 50s Forum</p> <p>Ginnie Landon, Enfield Women's Centre.</p> <p>Bevin Betton, Chair, Enfield Racial Equality Council (EREC)</p> <p>Gail Hawksworth, Head of Communications and Engagement, Enfield CCG</p>	<p>Fiona Jones, GP Liaison Manager/Service Manager, Enfield Carers Centre</p> <p>Paula Jeffery, CEO, Enfield Voluntary Action</p> <p>Lorna Reith, Healthwatch Enfield</p> <p>Fazilla Ahmed our voice parents forum for children and young people with disabilities</p> <p>Laura Andrews, Patient and Public Engagement Manager, Enfield CCG</p>
<b>Apologies:</b>	<p>Tony Seagroatt- Chief Executive, Age UK Enfield- Footcare Manager to attend</p> <p>Tim Fellowes, Enfield Lesbian Gay Bisexual and Transgender Network</p>	<p>Niki Nicolaou, Third Sector Development Manager, Enfield Council</p> <p>Liane Burn, Chief Executive, Enfield Disability Action</p>

<b>1.0</b>	<b>Introduction</b> All attendees were welcomed to the meeting and were advised that this was a scoping meeting to discuss how the group will work. The invites to this scoping meeting had been discussed and agreed with the Third Sector Development Manager at Enfield Council.	<b>Action</b>
<b>1.1</b>	<b>Welcome; Apologies and Declarations of Interest</b> Apologies were noted. All members introduced themselves. Fazilla Ahmed took part in some of the meeting via a Conference call. It was noted that there were no Declarations of interest.	

<p><b>2.0</b></p>	<p><b>Terms of Reference</b></p> <p>GH advised members that there had been a similar group when Enfield PCT existed called the Patient Reference Group. At that time, the Primary Care Trust (PCT) was both a provider (Enfield Community Services) and a commissioner. So it was easy to call staff to attend the patient reference group meetings to explain how their services worked. The Group also considered the key changes occurring at the PCT.</p> <p>MM said that once the PCT's board was disbanded, the constant dialogue between the PCT and the public had ended.</p> <p>GH confirmed that the CCG's Transformation Team have a dialogue with patients and the public concerning service changes. Also CCG staff also go out on visits and attended community events. Further engagement work was being considered e.g. in how to engage young people as well as using different ways of engaging with our public e.g. Enfield CCG website, social media and communications with the Patient and Participation Groups via a network.</p> <p>Members noted that LW was the elected representative who would represent PPG views.</p> <p>GH also said that one of the comments revived from the 360 stakeholder survey was that the Patient and Public Engagement events were not an effective way of engaging with the voluntary and community groups. It was noted that this group would not be the same as the previous Patient Reference Group.</p>	
	<p>The following was agreed:</p> <ul style="list-style-type: none"> <li>• The definitions of stakeholder to be described</li> <li>• This was not a group to deal with bids for finance or deal with individual complaints</li> <li>• Name of the group</li> <li>• Add in purpose as articulated by voluntary and community interest groups</li> <li>• the group will discuss health services commissioned by the CCG, not areas outside its remit</li> <li>• the group will provide feedback</li> <li>• the Principles need to be embedded in Terms of reference</li> <li>• Plurality of patients to be embedded</li> <li>• Looking at ways CCG can communicate with the communities</li> <li>• Glossary of terms would be provided for each meeting</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ensure there is a definition of commissioning</li> <li>• Comments will be taken to commissioners , who will be asked to attend these meetings to confirm actions taken. Final decisions will be taken by the Governing Body or committee with delegated responsibility for the actions</li> <li>• the funding of communications about the themes/issues from this group was raised- GH confirmed that no funding was currently available</li> <li>• the mechanism on reporting back to own organisations needed to be agreed</li> <li>• to consider having a clause in TOR in that the Group has an ability to remove representatives who act in their own capacity</li> <li>• comments received by GH will be forwarded without editing</li> <li>• group agreed that the elected Patient Participation Group representative sits on this group</li> <li>• Members of this Group will be the umbrella organisations</li> </ul> <p>Other changes requested to be made to the terms of Reference are as follows:</p> <ul style="list-style-type: none"> <li>• 3.2 or remove the word unbiased</li> <li>• 3.3 there would be closer sector working in the future</li> <li>• 3.4 Remove the word ‘constructively’</li> <li>• 3.8 this was not a decision making meeting</li> <li>• 3.9 amend to ‘develop and use exiting mechanisms’; remove the voluntary and community’s ‘responsibility to communicate with own audience’</li> <li>• 4.1 Quoracy of meeting to be reviewed; attendance is required from Healthwatch Enfield and London Borough of Enfield.</li> <li>• Other organisations to invite are: Youth Parliament; Enfield Mind; Enfield parents and Children;</li> <li>• It was noted that the faith forum was a loose affiliation, so LBE representation to continue</li> <li>• There should be a minimum of 2 representatives from London Borough of Enfield</li> </ul>	
3.0	<p><b>Dates and venues for meetings for 2015 to 31 March 2016-</b> To be agreed at the next meeting. Next meeting was confirmed by email- 21<sup>st</sup> September 2015</p>	
4.0	<p><b>Any other Business-</b> Deferred to next meeting</p>	