

**West Yorkshire and Harrogate, Health and Care Partnership**  
**Lay Member Assurance Group meeting**  
**White Rose House, Wakefield**  
**Tuesday 26 September 2017**  
**10am - 12noon**

**Present**

Graham Prestwich, NHS Leeds North CCG (Chair)  
 Karen Coleman, West Yorkshire and Harrogate STP Programme  
 Dave Hall – NHS Harrogate and Rural District CCG  
 Steve Hardy, NHS Wakefield CCG  
 Max Mclean NHS Bradford City CCG  
 Priscilla McGuire, Greater Huddersfield CCG  
 David Richardson NHS Bradford Districts CCG  
 Kate Smyth, NHS Calderdale CCG (Georgina, Kate’s support worker)  
 Tracy Holmes, WY&H Cancer Alliance  
 Jill Dufton, West Yorkshire and Harrogate STP Programme

**Apologies**

Gordon Tollefson NHS Leeds South and East CCG  
 Angie Pullen NHS Leeds West CCG  
 Fatima Khan-Shah, NHS North Kirklees CCG  
 Rory Deighton, Healthwatch  
 Pam Essler, NHS Airedale Craven and Wharfedale CCG  
 Ian Holmes, West Yorkshire and Harrogate, STP

<b>1.</b>	<b>Welcome and introduction</b>
	The Chair, Graham, welcomed everyone to the meeting and invited group members to introduce themselves.
<b>2.</b>	<b>Conflicts of interest</b>
	The Chair asked people to declare any conflicts of interest. There were no other declarations.
<b>3.</b>	<b>West Yorkshire and Harrogate, Health and Care Partnership</b>
	<p>The notes of the last meeting were agreed as a correct record. It was agreed that the notes from the meeting would go on the WY&amp;H STP website.</p> <p>They can be accessed at <a href="http://www.wyhpartnership.co.uk">www.wyhpartnership.co.uk</a></p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Karen will post the meeting notes on the website.</b></li> </ul>

4.	<b>Matters arising</b>
	There were no matters arising.
5.	<b>Update an WY&amp;H 10 Priorities, Joint Committee and lay member roles – Lauren Phillips</b>
	<p><b>Lauren highlighted the following key points:</b></p> <ul style="list-style-type: none"> <li>• Next meeting of the Joint Committee of the 11 CCGs held in public will take place on 7 November.</li> <li>• Standardisation of policies work programme being led by Matt Walsh (Chief Officer for Calderdale CCG) and Catherine Thompson is the project lead.</li> <li>• Recruiting to the post of Head of Regional Health Partnership. Ian Holmes is on the recruitment panel.</li> <li>• We are developing our “Next Steps” document as our response to the NHS England information published in March 2017. There is no requirement to do so. However we want to take the opportunity to update all stakeholders on the progress made and our direction of travel.</li> <li>• Currently drafting a partnership Memorandum of Understanding document.</li> </ul> <p><b>Comments</b></p> <ul style="list-style-type: none"> <li>• Members find the weekly update helpful.</li> <li>• Members are keen to seek: <ul style="list-style-type: none"> <li>- to better understand the reasons for the decision to procure external support for the finance strategy when we already have considerable finance experience and expertise within the partnership and;</li> <li>- some assurance that we (the STP) will ensure that the recommendations / actions resulting from the finance strategy are taken forward / implemented.</li> </ul> </li> <li>• Estates plan. Discussion around the integration of estates around WY&amp;H programmes. Estates is considered to be an important public interest issue a point often overlooked</li> <li>• Priscilla commented that she had seen media coverage regarding the STP in Essex, which appeared to show that they are putting a bid in to get more money to increase the number of secondary care beds.</li> <li>• Clarity around number (9 or 10) of programme areas</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b><u>Lauren</u> to circulate further details of the specification for the WY&amp;H Finance Strategy work, including rationale for procuring external support. Jonathan Webb will be invited to a future meeting of the Lay Member Reference Group.</b></li> <li>• <b>Estates strategy to be considered as part of all work streams. Assurance this is the case is requested. <u>Karen</u></b></li> <li>• <b>Workforce Strategy – discussed the approach we (the STP) will take to ensuring any actions / recommendations in the strategy are taken forward by places and organisation</b></li> </ul>

6.	<b>Update on communication and engagement – Karen Coleman</b>
	<ul style="list-style-type: none"> <li>• Overview on engagement and consultation timelines (which are subject to change).</li> <li>• Also discussion around transformation funding and the national allocation of money.</li> <li>• The “Harnessing the Power of Communities” workstream is working in a number of areas. We have been working with Cormac Russel to understand the Asset Based Community Development model. The workstream has led 2 workshops over the summer that explores how healthy communities can look different in different parts of the world, but with a common theme- that it is the “community” aspect that really makes us healthy. It’s a massive leap for NHS organisations to think in this different way, but is an approach that has been common in local government for some years. Leadership session with Cormac on the 7 November.</li> <li>• Fatima Khan-Shah has been leading some work with directors of adult social care looking at the different approaches that areas have to supporting carers. Rory Deighton and the Healthwatch group have been exploring how we may be able to explore a different relationship with communities, which recognise that it is the choices that people make that has the biggest impact on the health &amp; wellbeing of our communities. Their campaign #changetheconversation will be tested in Kirklees in autumn 2017 to explore whether the STP can get communities talking about health in a different way.</li> <li>• Soo Nevison and Hannah Howe have been looking at how the voluntary sector can interact with the regional STP and bring the local perspectives into the wider picture; some districts are working at a pace and we need to ensure learning is shared and appropriate activity takes place at the right level. They plan to do this through a workshop before Christmas and at this workshop will be seeking nominations for Voluntary and Community Services representatives across all the work streams. Rory Deighton aims to integrate social value principles into the work of the partnership.</li> </ul> <p><b>Action:</b>  <b><u>Lauren</u> to share further information on national transformation funding pots allocated to date, to aid understanding of transformation funding allocated to WY&amp;H STP</b></p>
7.	<b>Update from Jill on engagement</b>
	<ul style="list-style-type: none"> <li>• Role descriptors – leading an approach which is workable and practical. Essential for someone who has experience of the programmes where possible i.e. stroke, cancer, maternity etc. Training could be available from Leeds CCG around impartiality. Need more people to champion the public voice in our WY&amp;H priorities. Also conversation around how we join up working across the area with other non-executive group lay members with other areas of the partnership.</li> <li>• South Yorkshire – Citizen Panel. 12 members, with communication and engagement lead, governance lead, Healthwatch to help facilitate the conversation to feed information into the system leadership group.</li> <li>• Potential for members in this group and others to get involved with programme priorities.</li> </ul>

	<p><b>Comments</b></p> <p>Kate Smyth - raised a question about the involvement of housing organisations in the work of the STP at a senior level. (In diagrams showing the structure of the STP there is mention of housing but its unclear what this means in practice).</p> <ul style="list-style-type: none"> <li>• Opportunity to tap into NHS E training programmes.</li> </ul> <p>Kate and Max asked in what way is the STP is addressing poverty and deprivation and its impact on health inequalities in its work.</p> <p><b>Action <u>Graham</u> – to raise with the executive</b></p> <p><b>Action: <u>Jill and Karen</u> to consider a Citizen Panel approach and what this could look like. <u>Karen</u> to contact Olivia Butterworth about learning and experience from NHS E public involvement work.</b></p>
<b>8.</b>	<b>STP reference group event</b>
	<ul style="list-style-type: none"> <li>• Steven gave an update on a regional meeting where this reference group were held up as exemplars.</li> <li>• Priscilla is attending a national event for public, patient involvement on 9 October.</li> <li>• Fatima is attending an event working with patients and the public and will feedback information from this.</li> </ul>
<b>9.</b>	<b>Cancer Alliance communication and engagement update</b>
	<ul style="list-style-type: none"> <li>• Tracy Holmes explained that the WYH Alliance Communications and Engagement Lead role is the first of its kind within a Cancer Alliance to be funded by Macmillan (12-month fixed term contract). Its impact and effectiveness will be subject to evaluation.</li> <li>• Strong relationships are being built with the Yorkshire Cancer Patient Forum.</li> <li>• The Workshop held last week to develop the Alliance’s tobacco control workstream was well attended.</li> <li>• Tracy is developing case studies and has produced films of cancer patient stories as part of STP Next Steps work, keen to involve people more in the work of communications. You can watch Barbara’s story <a href="#">here</a>.</li> <li>• Tracy will come back early in 2018 to provide evidence to the group that patient engagement features strongly and appropriately across the work streams of the Alliance.</li> </ul>
<b>10.</b>	<b>Date of next meeting</b>
	<ul style="list-style-type: none"> <li>• 21 November at Wakefield, 10-12noon @ Wakefield</li> <li>• Agenda to be drafted</li> <li>• Potential to invite Keith Wilson to discuss urgent care programme.</li> </ul>

**Post meeting Note.**

Further discussion on the impact and influence of poverty and need for Lay Members to better understand the variation across the whole geography of the West Yorkshire and Harrogate STP. This understanding would help members better fulfil; their role and gain some assurance that inequalities are being take into account in the STP wide decision making around allocation of the extra effort to address inequalities in health outcomes. It is requested that a map of deprivation indices is provided and discussed form a Public Health perspective.