

**Draft meeting notes from People's Panel meeting
22nd November 2018, 10.30am
Seminar Room 1 and 2, SECC, RSH**


Attendees :

Chair : Helen Jenkinson, Deputy Director of Nursing and Quality, SaTH (HJ)
 Ruth Smith, Lead for Patient Experience, SaTH (RS)
 Martin Foster, Associate Director of Estates (MF)
 Robert Ruane, Panel Member
 Dawn Thorns, Panel Member
 Lynn Pickervance, Panel Member
 Helen White, Maternity Voices
 Jill Whitaker, Matron (JW)
 Greg Smith, Panel Member
 Karen Breese, Clinical Specialist Dementia (KB)
 Sarah Thomas, Panel Member
 Colin Stockton, Panel Member
 Julia Palmer, Head of PALS & Complaints (JP)
 Katy Moynihan, Lead Nurse Theatres (KM)
 Sheila Fryer, Care Group Director, Clinical Support Services (SF)
 Jo Yale, Head of Facilities (JY)
 Judith Barnes, Personal Assistant to Corporate Nursing Team (JB)

Apologies :

Deirdre Fowler, Director of Nursing, Midwifery and Quality
 Hannah Roy, Volunteering and Governance Manager
 Natalie Hill, Panel Member
 Ann Lewis, Panel Member
 Kate Ballinger, Community Engagement Faciliator
 Gary Caton, Head of Nursing, Unscheduled Care
 Kath Preece, Head of Nursing, Scheduled Care
 Julie Southcombe, Panel Member
 Jackie Jones, Panel Member

Item		Action
1.0	Opening remarks from the Chair and note of apologies	
	Helen Jenkinson welcomed everyone to the first meeting of the People's Panel.	
2.0	Introduction	
	Round the table introductions were made. Helen explained that future meetings will be chaired either by herself or Deirdre Fowler, Director of Nursing, Midwifery and Quality.	
3.0	Name of Group	
	Ruth introduced this agenda item. A few names have been suggested since the formation of the group. Round the table discussion took place with various ideas, such as Patient Advisory Group, SaTH Patient Panel and others. It was agreed carers need to be included within the name. The carer can pick up points on behalf of the patient, which the patient would not necessarily pick up. Nurses are also caring for the patient, and the group is working in partnership, eg facilities and other professional	

	<p>services. Powys representation would also be desirable and information was circulated however there were no expressions of interest from Powys patients on this occasion.</p> <p>The meeting reviewed a number of logos and chose the following:</p>  <p><i>Agreed : Patient and Carers Experience panel - PaCE</i></p>	
4.0	Terms of Reference (ToR)	
	<p>Due to Julie Southcombe's non availability for the meeting, her comments previously sent on email were read out and suggestions included in the following discussion points.</p> <p>Purpose of the Group : The ToR was issued prior to the meeting, and brought to this meeting to seek agreement to ensure everyone's voice is heard. The Panel is to advise, recommend, and inform the Trust through the appropriate channel. The Chair will take bullet points to the Q&S which is a sub-committee to the Trust Board. It is intended that this group will feed into the Clinical Governance Committee.</p> <p>Membership : HJ commented that there wasn't any medical representation and that the medical component is vital in this panel. The diversity of the group was discussed and explanation that trying to access a minority group can be positive discrimination. The advert was placed in various areas, such as churches, libraries, social media, newspapers and other avenues. If information is needed for minority groups, the Panel will be able to access the minority groups if necessary. A glossary of terms will be included, and further consideration to include an overview of the member's role should be made.</p> <p>It is intended that future recruitment of panel members will be staggered with a minimum of two years, with the option to leave and return, allowing provision to re-apply. This will enable the diversity of the panel to grow. Meeting times and venues to change to allow staff members and panel members to attend due to their work commitments, eg arrange for 5pm on occasions.</p> <p>It was agreed that quorate is to be 3 members of the Patient Representatives on the People's Panel (along with a representative from every Care Group).</p> <p>Sub committees were discussed and will include PLACE, Observe and Act and Carers</p> <p><i>Action : The ToR following the initial embedment/launch will be reviewed in 6 months.</i></p> <p><i>Agreed – to include a list of abbreviations and glossary.</i></p>	
5.0	Meeting Structure	
	<p>The quarterly meeting agenda was circulated to give a flavour for areas of discussion to ensure regular updates. The December meeting will include the CQC summary report following the release of the report, an update to PLACE, along with key updates for Care Groups.</p>	
6.0	Any other business	
	<p>A brief explanation of the CQC special measures was given which will mean receiving support from the Regulators which will enable focus on improvements. The SaTH Communications team is currently being strengthened.</p>	
8.0	Close	

Date of next meeting – 21st December, Room B, PRH 11.30am to 1.30pm