

---

**USER INVOLVEMENT STEERING GROUP MEETING - MINUTES**

---

**Thursday 12th April 2018, 4:00pm – 6:00pm**

Morrison's Store, 301 Edgeley Road, Cheadle Heath, Stockport SK3 0RL

---

**Facilitator:** Sarah Haworth (SH) Macmillan User Involvement Programme Lead

**Attendees:**

Mel Atack (MA)	Macmillan User Involvement Manager
Paula Daley (PD)	Macmillan User Involvement Manager
Alison Doyle (AD)	Service User Representative
David Makin (DM)	Service User Representative
Ann Matthews (AM)	Service User Representative
Coleen Quinn (CQ)	Service User Representative
John Shuttleworth (JS)	Service User Representative
Natasha Smith (NS)	Macmillan User Involvement Manager
Gary Whittaker (GW)	Service User Representative
Tony Bishop (TB)	Service User Representative
Leila Hamrang (LH)	Service User Representative
Robina Malik (RM)	Service User Representative

**Apologies:**

Wendy Chapman (WC)	Macmillan User Involvement Support Officer
Nabila Farooq (NF)	Service User Representative
Brian Hixson (BH)	Service User Representative
Mike Molete (MM)	Service User Representative
Mike Thorpe (MT)	Service User Representative
Ian Clayton (IC)	Service User Representative
Ann Audin (AA)	Service User Representative

**Welcome**

1. SH introduced the meeting and thanked all for attending. A round of introductions followed.
2. **Minutes**

The minutes of the last meeting were approved as an accurate record, no amendments.

3. **Pathway Boards/Vanguard Innovation update**

**Action:** DM noted that some pathway boards SU who are representative do not attend. Two SUR on each board can mitigate this to some extent and UI Managers will attend to ensure patient voice is represented.

**Action:** RM asked if it can be acknowledged that she has stepped down from the Gynae pathway board?

NS said two new SUR had been recruited and had met with Julie Holland (JH) and the pathway board director. JH has also moved from the Gynae board to be involved in the GM Transformation

Programme. It was acknowledged that good practice for recruiting pathway board reps was discussed in the early days of the programme board, e.g. observe a board meeting, existing SUR stepping down to meet new SUR, minutes of previous meetings. Agreed wherever possible this good practice should be followed ensure effective handover of the role and provide support and consistency.

**Action:** NS to arrange for RM to meet the two new SURs. Option of doing this as part of a debrief after their first pathway board.

The work RM and JH had done for the Gynae board will be presented at the Gynae education event in June.

**Action:** NS to send details of education event to RM.

#### **4. GM Cancer Board update 9.3.18**

Item on Commissioning deferred. Opportunity on 20th April for service user reps to meet with Rob Bellingham and Adrian Hackney to get an introduction to key issues and the agenda for commissioning. Invites gone to UI steering group members.

Next GM Cancer Board meeting: 4<sup>th</sup> May 2018

#### **5. GM Cancer Conference**

AD fed back that Cancer Education Manchester meetings keep being cancelled. SH said a separate steering group has been set up to co-ordinate the delivery of this conference. SH and Ian Clayton (IC) have attended to bring the perspective of people affected by cancer - 300 delegates to be invited. A loose agenda has been drafted.

For User Involvement a 15min slot at the start, a breakout session, plus short vignettes/snap shots of patient stories linking to the agenda items. SH described the possibility of the Conference showcasing User Involvement that happens among partners across GM, as it is a growing area, a lot funded by Macmillan.

**Action:** SH will co-ordinate a sub group to contribute to the conference organisation, to include IC and AD.

#### **6. Work Plan & UISG function**

SH outlined the purpose of the documents circulated that provide an overview of the programme from yr. 1 and subsequent years. Some priorities for yr. 3 were only partly met. The new arrangements of workstreams for the programme will address some of these priorities.

Feedback on the work plan is welcome. The meeting reviewed each objective –see notes on Phase 4 objectives. Aim is to have a final draft to take to cancer board.

**Action:** SH to set up a short term working group, from the UISG members here today, to work at pace and finish off the fine detail of each objective.

The format for the programme to report on the objectives to the UISG to be discussed at the next meeting once the objectives are confirmed.

#### **7. AOB**

TB offered his thanks to Paula for her work on getting people involved in the Vanguard projects.

**Date for next meeting:** May 10<sup>th</sup> 10.00 – 12.00