
USER INVOLVEMENT STEERING GROUP MEETING - MINUTES

Thursday 8th March 2018, 10:30am – 12:30pm
Morrison's Store, Eccles, 7 Irwell Place, Manchester M30 0FH

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

Attendees:

Mel Atack (MA)	Macmillan User Involvement Manager
Wendy Chapman (WC)	Macmillan User Involvement Support Officer
Paula Daley (PD)	Macmillan User Involvement Manager
Alison Doyle (AD)	Service User Representative
Nabila Farooq (NF)	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
Mike Thorpe (MT)	Service User Representative

Apologies:

Ann Audin (AA)	Service User Representative
Ian Clayton (IC)	Service User Representative
Brian Hixson (BH)	Service User Representative
Gary Whittaker (GW)	Service User Representative

Welcome

1. SH introduced the meeting and thanked all for attending. Round of introductions followed.

2. Minutes

Minutes of reviewed and agreed with amendment from JS – Corrected his own comment at the last meeting regarding the securing of funding for the smoking cessation project; they have not secured all the funding just funding to get onto the second round.

3. It was reiterated that minutes will be kept succinct with key points from discussions and actions captured

Pathway Boards/Vanguard Innovation update

UISG members updated :

MT updated Best timed prostate pathway Vanguard Project - NHS England has aspirations to have a National roll out by 2020.

MT expressed appreciation to Satish Maddineni, Pathway Director, for all his work in pulling together the prostate work with pathway board. The director of operations group is taking responsibility for managing implementation of the pathway and will be updating the board.

MA updated on HPB board reporting there is work on patient experience using iWant Great Care at

certain sites.

DM - Head & Neck board has had focus on the HPV vaccination for boys, study day has been held giving data and information. Head & Neck board are linking with the Gynaecology board around this.

PD updated on the Vanguard Project User Involvement Evaluation taking place on Tuesday, 13th March, all 33 SURs involved in Vanguard Projects have been invited. The 7-day Palliative Care Vanguard Project scoped out existing services and produced a model which has now been funded by Macmillan for a 2 year pilot. PAbC are involved at all levels of this project.

PD informed UISG the evaluation report on Digital and how to proceed is still under consideration. Louisa Motta will have a remote reference group of SURs who were involved to contact if needed.

PD updated on the enhanced supported decision making project (CAN-Guide) led by Janelle York. The pilot is due to finish at the end of this month and will evaluate work done so far; a project initiation document (PID) has been submitted to carry out a randomised control trial using the enhanced supported decision making tools. Following a focus group there was a suggestion that a TYA module should be explored; Dave Shackley has asked for it to be removed from the PID and have a separate workstream as the issues are different.

Group questioned where are patients being involved in decisions? SH informed UISG about background work happening on improving transparency in decision making and a paper is going to Cancer Board explaining the process. There was a discussion re the format and usefulness of Pathway Board updates. This will be reviewed by the Communications workstream. In the interim, the same format will continue and be circulated with the papers.

Action: Update document to be circulated with UISG papers

4. GM Cancer Board update and key asks for upcoming meeting

NF updated on the funding document presented at Cancer Board. Group discussed Richard Preece's assurance at UI Away Day that funding for UI would continue, although he gave no detail.

At GM Cancer Board in January and February, IC has challenged regarding progress being made with commissioning. A presentation is in the Board papers for March; IC has reviewed and shared comments with group, which UISG members endorsed.

CQ queried plans for changes in staffing of the MUIT and raised concern about capacity to support UI with funding being reduced. SH clarified it is Vanguard funding that is ending, therefore the work will also reduce so the MUIT will go back to 2 UI Managers.

Action: When funding streams are confirmed for UI, SH will provide paper to UISG to clarify.

Action: UI Work Plan is being developed, plan to share with GM Cancer Board at May meeting.

5. Plain English Campaign

JS presented on the Plain English Campaign and how this can be used as a tool to support better information for cancer patients. Discussion took place within the group and all felt this was worthwhile for UI to champion the campaign in work we undertake. It was agreed this would sit with the communications workstream.

Action: UI Communication Workstream to progress the Plain English Campaign

6. Away Day Findings

The draft report was tabled to the group and SH requested feedback on format, content, etc. There was consensus at the Away Day that the three enabling workstreams should go ahead so it was agreed that MUIT would set up initial meetings for each. The first meeting will scope the work and establish priorities. These would then be incorporated into the work plan for the UI Programme.

Discussion took place re the format of the Work Plan; it was agreed for UISG MUIT to present some different formats of the Work Plan as a start for next Steering Group to work with.

Action: WC to circulate full Away Day Report to UISG

Action: MUIT to create versions of Work Plan for UISG to develop.

7. Future meetings

There was a discussion about dates and times of future meetings and timing for cancer board. It was agreed that the UISG meetings do not have to take place the day before GM Cancer Board as had previously been arranged. Papers will still be circulated to UISG as soon as they come out, members can send feedback/issues to MUIT and IC and NF will represent at Board.

JS reflected on the UISG over the last three years and suggested we need to look at the agenda and structure of meetings. NF supported this and added that time for networking generally is limited and suggested time be allocated for this during the meeting time.

Agenda items for next meeting:

Work Plan and the function of UISG

Action: WC to compile dates and times of monthly meetings for 2018 to be circulated at the next meeting

8. AOB

Nothing raised

Date for next meeting: Thursday, 12th April 4-6pm

Morrison's Cheadle Heath, Stockport