

Public Involvement and Engagement Advisory Committee

Date of meeting	25 April 2023
Title of paper	Workshop outcome report from 22 February 2023
Presented by	Neil Greaves, director of communications and engagement
Author	Neil Greaves
Agenda item	2.1
Confidential	No

Purpose of the paper

This paper provides a summary of outcomes from a workshop held on 22 February 2023 for members of the Public Involvement and Engagement Advisory Group

Executive summary

At the ICB Public Involvement and Engagement Advisory Committee on 22 February, a workshop was held where members of the committee explored key considerations for the development of the committee, its purpose, how it provides assurance to the board, how it receives reports and how members of the public can be involved in the membership.

There were positive contributions and energy from participants in the session and there is a clear commitment from all involved in the workshop about the importance of the role of members of the public, lived-experience and the value of genuine collaboration with communities has in ICB and health and care system decision making.

In responding to the themes from the workshop, it is proposed that the areas of focus for April and June for the Public Involvement and Engagement Advisory Committee are focused on strategic documents which help establish frameworks for how the ICB teams will operate and therefore provide a clear set of priorities for the ICB communications and engagement team up to the end of June 2023. The paper proposed agenda items for the April and June meetings.

It is evident that approaches for involving local people and lived experience will need to be developed in partnership with place-based partnership leaders. The communications and engagement team will develop a proposal for how local people can be involved in the membership with Directors of Health and Care Integration to ensure these can be in place by the meeting in June.

Recommendations

The PIEAC is requested to:

- Note the contents of the report and key themes from the workshop, and agree them as an accurate record

- Approve the proposed next steps and proposed agenda items for upcoming committee meetings

Governance and reporting (list other forums that have discussed this paper)

Meeting	Date	Outcomes

Conflicts of interest identified

None

Implications

(If yes, please provide a brief risk description and reference number)	Yes	No	N/A	Comments
Quality impact assessment completed				
Equality impact assessment completed				
Privacy impact assessment completed				
Financial impact assessment completed				
Associated risks				
Are associated risks detailed on the ICS Risk Register?				

Report authorised by:	Neil Greaves, Director of Communications and Engagement
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Public Involvement and Engagement Advisory Committee – 25 April 2023

Workshop outcome report from 22 February 2023

1. Introduction

- 1.1 At the ICB Public Involvement and Engagement Advisory Committee on 22 February, a workshop was held where members of the committee explored key considerations for the development of the committee, its purpose, how it provides assurance to the board, how it receives reports and how members of the public can be involved in the membership.
- 1.2 The workshop was facilitated by members of the communications and engagement team who captured group discussions and key themes.
- 1.3 The workshop explored three areas:
 - How and what the PIEAC provides assurance to the ICB Board on
 - How the PIEAC can be assured of public engagement and involvement processes with the scale of work being undertaken by the ICB
 - How public representatives can be embedded into the PIEAC membership.

2 Key themes and insights

- 2.1 There were positive contributions and energy from participants in the session and there is a clear commitment from all involved in the workshop about the importance of the role of members of the public, lived-experience and the value of genuine collaboration with communities has in ICB and health and care system decision making.
- 2.2 A number of key themes were captured from the discussions:
 - There was a richness of conversation within the workshop and this will be used to further develop the committee to clarify purpose, scope and the way it delivers on its advisory role
 - The recommendations for a focus on reviewing and assuring on the developing/planned clear frameworks for action and influence in the upcoming Committee meetings as a priority - need to be clear on the ICB's 'operating model' for involvement and engagement, and the PIEAC's role in assuring the ICB Board against this and advising on good practice and developments moving forward
 - There is a need to focus initially on strengthening ICB approaches before considering more partnership wide engagement approaches
 - To be realistic with the level and depth of assurance PIEAC is able to provide on the extensive level of engagement and involvement work taking place across the ICB and the system as a whole across all programmes and areas of work

- There is a need to develop approaches collaboratively in 'place' to make sure there are consistent approaches which can be tailored to work appropriately in each of the 'places'
- There is a need to focus on the priorities of the ICB and this is difficult with the Integrated Care Strategy and Lancashire and South Cumbria NHS forward plan not yet having been agreed and published
- There is a need to be clear on what is being engaged/coproduced, why and then what the outcomes from this are – welcome use of 'You said we did' approach
- It is important the Committee's approach is transparent to the public, and for reports and information to be shared and made available to the public where possible
- Current reports on engagement and involvement activity are very detailed sometimes and can be difficult to follow – can they become more specific to the ICB priorities as these are clarified?
- There was a variance of views in relation to how members of the public with lived experience can be directly involved in the Committee. There was broad support for the need for a consistent approach across the places to identify members of the public with lived-experience from each place who can add value to the work of the PIEAC and for this approach to develop ahead of the next Committee meeting, while recognizing places are at different stages of development
- There was a shared and clear view of avoiding tokenistic representation of local people if they become members of PIEAC, and recognition no one person can comprehensively represent communities/characteristics etc...

3 Proposed next steps for the PIEAC

- 3.1 In responding to the themes from the workshop, it is proposed that the following items are areas of focus for the Public Involvement and Engagement Advisory Committee and therefore provide a clear set of priorities for the ICB communications and engagement team up to the end of June 2023.

Revised agenda plans for the Public Involvement and Engagement Advisory Committee agendas in April and June:

- 3.2 Using the workshop feedback, we are proposing the following agenda items and work programme for the PIEAC meetings scheduled in the next three months:

25 April 2023 meeting:

- Review and assure on the engagement approaches and outcomes from the Integrated Care Strategy
- Review and assure on the proposed engagement and involvement process to support the LSC NHS Forward Plan
- Review and assure the plan for coproducing an engagement, involvement and coproduction framework to support ICB procurement

- Consider and approve a revised format for the ‘ICB engagement and involvement assurance report’ and ‘Public insight report’ – with detail included for 1 February to 31 March

28 June 2023 meeting:

- Review and recommend for ICB Board approval a revised ICB ‘Working with people and communities strategy’ for 2023/24
- Receive and assure the outcome report on the engagement and involvement process for the LSC NHS Forward Plan
- Review and endorse an engagement, involvement and coproduction framework and toolkit for use by ICB staff to embed the principles within the ‘Working with people and communities strategy’
- Receive and review for assurance a ‘ICB engagement and involvement assurance report’ and ‘Public insight report’ covering 1 April to 31 May
- Proposal/progress update on public membership of the PIEAC

Develop a proposal for including members of the public on the committee:

- 3.3 It is evident that approaches for involving local people and lived experience will need to be developed in partnership with place-based partnership leaders. The communications and engagement team will develop a proposal for how local people can be involved in the membership with Directors of Health and Care Integration to ensure these can be in place by the meeting in June.

4. Conclusion

- 4.1 The key themes from the workshop create a clear set of priorities for the PIEAC for the next two committee meetings, with a focus on strategic priorities and establishing frameworks for embedding the principles for working with people and communities. These have already been built into the agenda for 25 April.
- 4.2 It is critical to recognise that an approach for directly involving local people in the committee is important and it is recognised this needs to be supported and be developed in partnership with place teams.

5. Recommendations

- 5.1 The Committee is requested to:
1. Note the contents of the report and key themes from the workshop, and agree them as an accurate record
 2. Approve the proposed next steps and proposed agenda items for upcoming committee meetings

Neil Greaves

14 April 2023