

**Minutes from Somerset CCG Engagement Advisory Group (SEAG)
held on Monday 15 July January 2019
Loft Room, The Albermarle Centre Albermarle Road, Taunton TA1 1BA**

Attendees: -

Penny Alderman – Healthwatch Somerset
 Mary Brown – Rethink Reconnect
 Jenny Cribb – Somerset Clinical Commissioning Group
 Claire David – Somerset Parent Carer Forum
 Jane Hamlin – Beaumont Society
 Jane Harris – Somerset Clinical Commissioning Group
 Mary Kelly – Highbridge Surgery
 Lesley Le Pine – Somerset Clinical Commissioning Group
 Wendy Lynch – Dunster & Porlock PPG
 Teresa Mason – Alzheimer’s Society
 Jo McDonagh – Public Health SCC
 Deborah Penny – Carer’s Voice Somerset, Somerset County Council
 Tom Ruttad – Somerset County Council
 Shannon Tar – Compass Disability Services
 Emily Taylor – Healthwatch Somerset
 Eileen Tipper – Somerset County Council
 Sandra Wilson – PPG Chair Network

Item no.	Subject	Action
1.	<p>Welcome and apologies</p> <p>Jane Harris welcomed everyone to the SEAG meeting as Head of Communication and Engagement at the Somerset Clinical Commissioning Group and confirmed apologies were received from: -</p> <ul style="list-style-type: none"> • David Freeman – Somerset Clinical Commissioning Group • Peter Berman – Lister House PPG • Matt Day – Spark Somerset • Nigel Engert – Wincanton Medical Centre PPG • Judith Goodchild – Healthwatch Somerset • Nik Harwood – Young Somerset • David Heath- Somerset Clinical Commissioning Group • Chris Philips – Somerset County Council • Brenda Prentice • Gill Waldron – South Somerset Healthcare PPG 	
2.	<p>Minutes of last meeting held on 15 April 2019</p> <p>The minutes were approved</p>	
3.	<p>Matters Arising</p>	

	No matters arose from the group.	
4.	<p>Introducing new Engagement Lead Officer – Emily Taylor</p> <p>Jane introduced Emily Taylor to the group as the new incoming Engagement Lead Officer at the Somerset Clinical Commissioning Group. Jane confirmed she will start on Tuesday 23 July.</p>	
5.	<p>Developing our communications and engagement strategy</p> <p>Jane shared the development of the strategy and introduced the four new draft key objectives to the group. These were discussed in groups and comments were captured on flips charts. These are set out in appendix 1.</p> <p>The feedback and comments will inform and shape the final strategy which is due to be considered by the Governing Body in September.</p> <p>All members of SEAG as well as a wide range of stakeholders including CCG staff will have the opportunity to feedback on the objectives through an online survey which will run from 21 July to 31 July.</p>	<p>JH</p> <p>JH</p>
6.	<p>What are your top three issues about health and care in Somerset?</p> <p>Jane led a discussion and feedback session on understanding the group's top three issues on Somerset's healthcare. Breaking down the county's health care into sections, attendees were asked to write three notes in total and put in the appropriate section.</p> <p>These were discussed in groups and comments were captured on flips charts. These are set out in appendix 2.</p> <p>It was agreed that at all future meetings attendees would be asked to feedback their top three issues so that these could be mapped and tracked. At future meetings Jane and Emily would provide feedback on progress and action on these issues.</p> <p>It was also agreed that at all future meetings attendees would be asked to share what is working well to enable good practice to be identified and shared.</p>	<p>JH</p> <p>JH/ET</p> <p>JH/ET</p>
7.	<p>Managing presentation at future meetings</p> <p>Lesley presented a suggested briefing for presenters at future meetings. The proposal was to ensure presenters were focussed on discussions with members at SEAG and making sure there was plenty of time for discussion and questions.</p> <p>It was agreed that there should be no more than two presentations per meeting and the presenters should be kept to five slides for their presentation. The presenter's guidance was approved.</p> <p>It was agreed that, if appropriate, presenters could send longer presentations at least a week in advance of the meeting to be sent out with agendas. This would allow members to read presentations in depth and prepare questions.</p>	<p>ET</p> <p>ET</p>

	<p>2020 Meetings</p> <p>Lesley and Jane led the discussion whether the attendees wanted to change the timings of these meetings from Monday mornings.</p> <p>It was agreed it should change from a Monday morning and afternoons would be better for most people. Fridays were also not a popular day. There was a suggestion of moving them to the same day as the Patient Participation Group Chairs Network meeting as some people were in both groups</p> <p>Jane agreed to look at this option and to update the group on timings for future meetings as soon as possible.</p>	<p>ET</p> <p>JH</p>
8.	<p>Any other business</p> <p>No other business discussed.</p>	

The last 2019 date for your diaries is listed below

PLEASE NOTE CHANGE OF DAY AND TIME

Thursday 17 October 2019, 1.30pm – 3.30pm at Canalside, Bridgwater

Plenty of free parking, just off junction 24 (M5)

Refreshments available from 1.00pm

<https://thecanalside.co.uk/contact-us/>