

Camden Patient & Public Engagement Group (CPPEG) operational meeting

Agenda

Date: Monday 13 March 2017

Time: 6pm – 8.30pm

Venue: Room 6LM1, 6th Floor, Stephenson House, 75 Hampstead Road NW1 2PL

Chair: Leon Douglas, CPPEG co-chair (West Hampstead PPG member)

Item	Time	Topic	Time allocated
1.	6pm	Welcome and introductions	5 mins
2.	6.05pm	Apologies received and minutes of the last meeting	10 mins
3.	6.15pm	Camden Local Care Strategy update Presenter: Sally MacKinnon, Director of Transformation at Camden CCG	30 mins
4.	6.45pm	CPPEG members committee update For discussion: <ul style="list-style-type: none"> ○ Commissioning Committee – David Richards ○ Locally Commissioned Services – John Levite ○ Procurement Committee – Hilary Lance ○ Medicine Management Committee – Saloni Thakrar ○ Local Care Strategy Board – Saloni Thakrar For information only: <ul style="list-style-type: none"> ○ Quality & Safety Committee ○ Clinical Quality Review Group UCLH ○ Clinical Quality Review Group CNWL ○ Finance & Performance Committee/UCLH performance ○ Locality Committee reports ○ Governing Body meeting summary/Patient Voice Report 	30 mins
	7pm	Refreshment break	5 mins
5.	7.05pm	Camden Carers' Service update Presenter: Abbie Sherwin, Health Team Manager and Primary Care Liaison at Camden Carers Service	20 mins

6.	7.25pm	Planning our next PPG Forum – 17 May 2017 Becky Driscoll, Communications & Engagement Manager at Camden CCG	25 mins
7.	7.50pm	CPPEG elections update Becky Driscoll, Communications & Engagement Manager at Camden CCG	10 mins
8.	8pm	Strategies for attracting a more diverse audience to CPPEG open meetings – call for sub-group members Becky Driscoll, Communications & Engagement Manager at Camden CCG	5 mins
9.	8.05pm	Annual refresh of role descriptions, Governance Framework, Code of Conduct Martin Emery, Deputy Head of Engagement at Camden CCG	10 mins
10.	8.15pm	Any other business <ul style="list-style-type: none"> ○ CPPEG Forward Planner – Becky Driscoll ○ Equality & Inclusion Strategy action plan – Martin Emery ○ Primary Care update – Universal Offer and delegated commissioning – Becky Driscoll 	15 mins

Our next meeting:

Date: Monday 10 April

Time: 2pm-4pm – open meeting; 4pm-4.30pm – operational catch-up meeting

Venue: St Pancras hospital