





Citizens' Assembly Meeting - Minutes

10.30am – 2.30pm on Wednesday 7th May 2014


At NHS England South West House, Taunton

Chair: Christine Teller

Attendance – Joanna Parker, Malcolm Watson, Clifford Puddy, John Miskelly, Anne Miskelly, Simon Mathias, Joy Capel, Lucie Woodruff, Gilly Gotch, Andy Hutton, Albert Weager, Tom Foot, Toria Hatfield, Ellie Devine, Claire Bullock
Apologies-Patrick Canavan, Bob Champion

1. Welcome & Introductions	Christine Teller, Chair
Christine Teller (CT) welcomed all to the second South West Citizens' Assembly (CA) Meeting. She notified the group that she had received a resignation from Bob Champion due to family commitments. Christine will send an email from the group wishing him all the best. New members were welcomed from North Somerset, Devon, Wiltshire and Gloucestershire Healthwatch (HW). Introductions were made by all members.	
2. Appointment of Senate Council Roles	Christine Teller
Christine announced to the group that the appointees to the Senate Council roles following the interviews on 29 April 2014 were: John Miskelly: Healthwatch Plymouth Simon Mathias: Healthwatch Wiltshire Joanna Parker: Healthwatch South Gloucestershire	
3. Terms of Reference and Role Description	
Christine thanked members for their input and comments to the terms of reference and role description for members. The group were happy with the documents and agreed both documents. Claire Bullock stated that both these documents should be reviewed in one year, or before if required.	 Southwest Citizens Assembly TOR_Final.docx  Citizen Assembly Member Role description.docx
4. Feedback Proforma	
The group discussed the form for gaining feedback from their HW organisation to provide input to questions/topics for the Senate Council. There was some discussion on where the responsibility lies within Healthwatch for completing the form and whether it should be the Citizens' Assembly member to complete. Lucie Woodruff stated that for HW Wiltshire she would be supporting (as Engagement Manager) her Citizen Assembly members in completing this process. Lucie suggested inviting other HW engagement members of staff to	 CA_Feedback_Form_to_Senate_Council.docx  CA_Feedback_Form_4_Priority_Issues.docx

<p>this meeting. There was also a discussion on what happens if there is no response, should CA members thrash out and form an opinion? The group concluded that a nil response should still be submitted. To clarify the role of the Citizens' Assembly with Healthwatch organisations, Claire Bullock suggested it may be useful to draw up a memorandum of understanding (MOU) to share with each HW organisation. The group decided that two separate forms would be useful, one for feedback to the Senate Council question/topic and one for more general themes/hot topics from their Healthwatch.</p> <p>Action: Christine Teller agreed to amend the forms and circulate for comments. CB to develop MOU.</p>	
<p>5. Engagement Process on Senate topics: each member to come with information on how they link in with their Healthwatch and opportunities to share information</p>	Christine Teller
<p>Members discussed this in light of the question for the June Senate Council meeting. The question is: <i>“What criteria (clinical, pragmatic and humanistic) should be used to determine suitability for discharge from acute units to community settings (including normal place of residence)?”</i></p> <p>There were lots of comments from members that the question would not be easily translated for gaining feedback from the public/local community. The question would need to be first deconstructed by the Citizens' Assembly and there would need to be time to gather feedback. It was agreed that for this question the group would break this question down into 4/5 simpler questions to ask the public for their feedback on. After some discussion, the questions below were agreed:</p> <ol style="list-style-type: none"> 1) What makes a good discharge from Hospital? 2) Did you have a good experience? Please explain your answer. 3) Were you involved in your discharge from hospital? 4) Did the follow up appear as expected? 5) Have you had a good experience since you have been discharged? Please your explain answer. <p>Action: Citizens' Assembly members will send these out within their Healthwatch networks for feedback and it was agreed that responses need to be back to Christine Teller and Claire Bullock by Thursday 5th June. Christine and Claire will meet to look at the responses and it was suggested that one other member of the Senate Council be present to formulate responses with them. The other Senate Council members will then be informed of the outcome before the meeting on 19th June.</p> <p>Ellie Devine also asked the group to let her know if they as CA members using their existing knowledge of their regions had any specific comments or suggestions to make regarding evidence gathering for this question as the majority of information and evidence will be gathered and prepared by the 5th June. They suggested that Age UK and Carers UK be contacted. Joanna Parker also shared some documents around discharge with ED.</p>	

<p>6. Feedback form Senate Assembly event</p>	<p>Ellie Devine</p>
<p>Ellie Devine said the the first Senate Assembly was a positive event with around 120 people attending from all disciplines across the South West. The feedback has been very good so far. The day included a question generating session and five mini senates on 5 different topics. The question generating session produced over 50 good questions, a summarised list will be sent to the South West Clinical Commissioning Groups (CCGs) for comments. Ellie will also send the list to the Citizens' Assembly.</p> <p>There was some feedback from Citizens Assembly members that they felt slightly outnumbered and it was suggested that perhaps there could be a slot on the next agenda on the Citizens Assembly. An idea for the next Senate Assembly was the use of theatre/humour to get the message across of the value and importance of the patient voice.</p>	
<p>7. Future Senate topics</p>	<p>Ellie Devine</p>
<p>Ellie Devine informed the group that the September topic for the Senate Council will be Emergency Surgery. As discussed earlier, CCGs will be asked to comment on which of the generated questions are really important for the Senate Council to consider. Ellie, Vaughan and Christine will also be trying to visit all CCGs in person to talk about the Clinical Senate.</p> <p>Ellie also told the group that from June, the general public will be invited to attend the first part of the meeting (evidence giving) and a flyer is being produced to promote this. Senate Council meetings will also be rotated between Bristol, Taunton, Chippenham and Exeter. Some suggestions were made by the group around being clear that the public are being invited to observe only and that the meeting is held in public rather than being a public meeting. The group also suggested that it is noted that members of the public can feed comments on topics into their local healthwatch group.</p> <p>The Clinical Senate will also be taking on the role of the National Clinical Assurance Team (NCAT) from September, a body that reviews the evidence of large scale service change. More information about how this will be managed can be discussed at the next meeting.</p>	
<p>8. Training Tool for approaching evidence</p>	<p>Malcolm Watson</p>
<p>Malcolm Watson delivered a session on approaching evidence and statistics using a case study of 'Watson's Disease'. This provided the group with some useful learning on research studies and what to consider when reading them to form an opinion. This included clarification of definitions of different types of trials, sampling and how to look for robustness in research.</p>	 <p>_Watson's Disease_ Exercise Mk 2.doc</p>
<p>9. Dates of future meetings</p>	<p>Ellie Devine</p>
<p>Future Senate Council meetings:</p> <p>19th June 2014-Taunton 16th October 2014-Bristol 15th January 2014-Exeter 12th March 2014-Taunton (Senate Assembly) 14th May 2015- Chippenham 9th July 2015-Exeter 17 September 2015-Bristol 19th November 2015-Chippenham</p>	

<p>The Citizens Assembly meetings were discussed to fit in between the above dates. It was suggested that there would need to be meetings 6 times a year to meet in between the Senate Council meetings but this was felt unmanageable at present in terms of time commitments. A conclusion was reached to keep the dates for July and September as planned (see below) and to set meetings for February, June, August and October 2015. The venue was also discussed and a consensus was reached to keep meetings in Taunton.</p> <p>Next Citizens Assembly meetings Wednesday 16th July 1030-230pm-Taunton Wednesday 17th September 1030-230pm-Taunton</p>	
<p>10. Any other business</p>	
<p>Christine Teller asked the group if they would like to consider taking on Lead roles within the Citizens' Assembly, to use the skills and experience of the group most effectively. The group were all keen to do this and Christine will put this on the agenda for the next meeting.</p> <p>Claire Bullock asked the group if they could forward the contact for their Communications Leads with their Healthwatch organisations also.</p>	