
CCG VOLUNTEERS NEWSLETTER

Issue 55

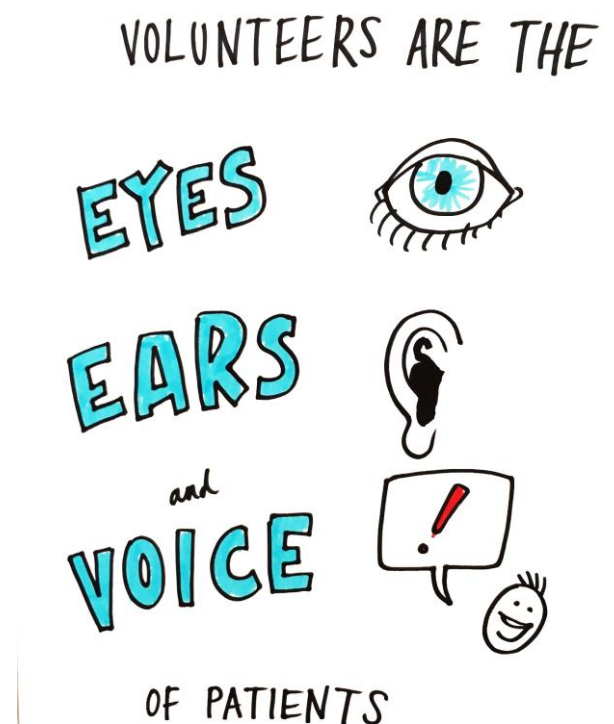
04 Dec 2019

CCG Volunteers Newsletter

NHS Leeds CCG

This fortnightly newsletter intends to bring you up to speed with any opportunities and news relevant to your role as a CCG volunteer.

INSIDE THIS ISSUE	
2	News – UPDATES
3	Patient Assurance Group (PAG) – NEW/ACTION
5	Opportunities- NEW/UPDATE
8	Current engagements
9	Training & Learning
10	CCG Peer Support – ACTION
11	Resources



For any suggestions about how we can improve this newsletter please email Adam on adam.stewart1@nhs.net or Huma Malik on huma.malik@nhs.net

News – **UPDATES**

This section is about any news relevant to the CCG or CCG volunteers programme.

CCG volunteers newsletter – UPDATE

Please note that the next volunteer newsletter will be sent on **Weds 18th Dec.**

Frequency of the Newsletter

We will continue with the newsletter fortnightly for now.

If you have any questions about the frequency of the newsletter please feel free to email adam.stewart1@nhs.net or huma.malik3@nhs.net

Local Big Leeds Chat – UPDATE

Wetherby Local Big Leeds Chat

The Wetherby Local Big Leeds Chat took place on Thursday 28 November, which was very successful. Thank you to everyone that has supported the Wetherby Big Leeds Chat. To find out more about how the day went please visit:

<https://www.leedsccg.nhs.uk/bigleedschat2019/>

If you have any questions please contact adam.stewart1@nhs.net

Patient Assurance Group (PAG) –

NEW / ACTION

This section is about any news or updates about PAG. Please note that this section will not include PAG papers as they will be sent separately by the Governance team at the appropriate time.



The next PAG, is scheduled for **Weds 8th January 2020, 2pm-4pm, at Wira House.**

The December PAG took place this morning, and plans for the Level 4 Maternity Outpatients consultation were discussed. Two existing volunteers and three new recruits attended this meeting, and there were some good discussions around ideas for surveys, engagements and communications, and some good questions to help people feel more assured about certain aspects of the work. Thank you to the volunteers who attended for really bringing the PAG to life and helping to ensure that patient assurance is very much alive and well here at NHS Leeds CCG 😊

I have a couple of learning points to take away from this morning's PAG (of course!)...

- a) Please can all volunteers attending the PAG (and any other meeting/events as part of your role, wear your ID badges please – totally aware I am still in the process of getting the new recruits' badges finished!! But, they are on their way!).
- b) At the end of the PAG meetings 10 minutes is set aside to follow up on any questions about past engagements.

ACTION - Can volunteers who have been involved in projects please review the docs on the CCG website to see if everything has been completed; for example the report is written and the 'You Said, We Did' added to the web page when appropriate.

- c) Just a note to say, before you attend a PAG it may be worth reading through the Engagement plan, and checking with the assurance questions at the bottom of each section which help you assure different parts of the plan for engagement . New recruits today said they found the form and the structured framework really helpful in determining if they felt assured or not... which was good to hear! 😊

Lastly, we agreed at the meeting that there is no need for our new recruits to attend the PAG meetings to observe – you are all fully trained and ready to go. You will always be supported at the PAGs by existing volunteers and by members of the engagement team. Therefore, I will be picking attendees for the PAGs in the New Year based on who hasn't been to a PAG yet... So please do put your name forward if you are able, and would like, to attend, and I will try to make sure everyone gets an opportunity as soon as possible.

January's PAG - **NEW**

We know that there will be an item to assure on in January's PAG meeting. This will be on an upcoming **engagement** (Level 2) on **Cardio or pulmonary rehabilitation services**.

Attending PAG

Although we already have four volunteers for each meeting, please do keep putting your name forward if you can do these dates, as we will try to ensure everyone gets a chance to attend as soon as possible.

If your name does not appear below, and you have told us you can attend, or if you are now unable to attend any of these dates, please contact Caroline, caroline.mackay2@nhs.net

If you would like to attend any of these PAG meetings please email caroline.mackay2@nhs.net

Date	Time	Venue	Volunteers available
8 Jan 2020	2pm - 4pm	WIRA House	Leanne, Kath, John, Francis, Carol, Yvonne
5 Feb 2020	6pm – 8pm	Hinsley Hall	Leanne, John, Pauline, Vicky, Carol, Lewis, Yvonne
4 March 2020	10am – 12pm	WIRA House	Leanne, Kath, John, Tricia, Carol, Yvonne

We will be sending out dates for **2020/2021**, beyond the end of March, very soon.

Opportunities - **NEW** / **UPDATE**

This section is for the current opportunities we have for volunteers to get involved in projects. If you are interested in any of the opportunities or would like more information, please contact the relevant person in the engagement team.



Cardio and Pulmonary Rehabilitation services - UPDATE

This opportunity will be carried forward till July 2020 not February 2020 if the service requires procurement.

Thank you for those that have emailed to express an interest in supporting the Cardio and Pulmonary Rehabilitation services this. We will email people that emailed an expression of interest on Friday 6 January with an update. If you have any questions in the meantime please email huma.malik3@nhs.net

Re-procurement of Direct Access Non Obstetric Ultrasound – NEW

	Re-procurement of Direct Access Non Obstetric Ultrasound
Project Title	
Project Summary	The CCG are wishing to re-procure the Direct Access Non- Obstetric ultrasound contract as the current contract expires in June 2020. The Contract is again to have these tests available to all Leeds patients in a community setting rather than having to attend the hospital.
Volunteer role	To review the provider submissions and score at least one for the questions which have been asked of the prospective providers.
Who will be supporting the volunteer/s	The Procurement Team and the Commissioning and Contract manager will be available for all support
How long will the project run for?	The advertisement will be published on 13th December and will run for 6 weeks. This will allow time for the providers to compete and send in their information. Once these have been received then the teams will review the submissions, have a consensus meeting and award a contract. This might take up to three months.
Frequency and location of meetings	Initial meeting will be at the evaluators training if the volunteer has not attended one previously. The session will show how to score the submission. The volunteer will also be required to attend the consensus meeting. Altogether there will be two meetings.
Number of Volunteers needed	One
Engagement Team contact	Caroline Mackay caroline.mackay2@nhs.net
Closing date to express interest	Wednesday 18 December 2019

Opportunity for involving you report – NEW

Title	Supporting on the involving you report
Project Summary	Your role will be to support the engagement team in producing their annual report. Here is a link to last year's report https://www.leedsccg.nhs.uk/content/uploads/2019/06/Involving_you_2018-19.pdf this can be found on the website too.
How long the project runs for	January –May 2020
Frequency of meetings	2-4 weekly these will get closer as we get closer to the publishing date – April 2020.
The location and time of day of meetings	We can be flexible with time of day and locations of these meeting having a mixture of day and evening meetings.
Number of Volunteers needed	1
Engagement Team contact	Huma Malik Huma.malik3@nhs.net
Closing date to express interest	Monday 16 December 2019

Current engagements

If you are aware of other engagements that we have not listed, please get in touch with Adam or Huma and let us know and we will happily share in the next newsletter.

Any updates regarding our engagement projects can be found on our website on our consultations page: www.leedsccg.nhs.uk/get-involved/consultations/

There are no current engagements running at this moment in time.

Training and learning

This section is about any upcoming training available.

Other training sessions

There are a number of organisations that deliver training across the city. Many of these are available on the Voluntary Action Leeds (VAL) website (link below).

[Find training in the area on the Doing Good Leeds website](#)

If you find a course you think is relevant to your role as a CCG Volunteer, you can speak with your mentor if you would like to book on.

CCG Volunteers Peer Support – **ACTION**

This section is about opportunities for CCG Volunteers to be involved in peer support. There will be updates around peer support meetings and other opportunities to liaise with fellow volunteers in order to support one another.

2020 - Peer Support Meetings

As decided in the meeting, future groups will be held **every three months** for now and a member of the engagement team will be there to provide support. This can change as the group becomes more established; we will work to support you on this.

ACTION - The next group will be held on **Weds 22 January, 6-8pm** at **WIRA house**. If you can make this or if you need to send your apologies please can you email adam.stewart1@nhs.net

Resources

This section is about any information that would be relevant to your role, such as information about NHS, commissioning, etc. We will occasionally post recent reports and evaluations here also.

If you are aware of any resources that you would like to share with us or your fellow volunteers please send them to Adam adam.stewart1@nhs.net

1. **How NHS works** - King's fund video about how NHS works in England –

www.kingsfund.org.uk/audio-video/how-does-nhs-in-england-work

2. **Commissioning for outcomes – measuring what really matters**

www.health.org.uk/sites/health/files/MeasuringWhatReallyMatters.pdf

3. **Five Year Forward View (FYFV)**

<https://www.england.nhs.uk/wp-content/uploads/2014/10/5yfv-web.pdf>

4. **Leeds Health and Care Plan**

inspiringchangeleeds.org/ambition/lhcp/

5. **NHS Long Term Plan**

www.longtermplan.nhs.uk/

6. **NHS Leeds CCG - Strategy Presentation slides**

You can find the slides from Tim Ryley's strategy presentation [here](#) .

7. **Involving You report, 2018 – 19**

www.leedsccg.nhs.uk/content/uploads/2019/05/Involving_you_2018-19.pdf

8. **NHS Leeds CCG annual report 2018-19**

www.leedsccg.nhs.uk/publications/nhs-leeds-ccg-annual-report-and-accounts-2018-19/

9. **2019 Calendar of Engagement**

www.leedsccg.nhs.uk/content/uploads/2019/07/2019_Calendar_of_Engagement.pdf

10. **CCG Volunteer Induction Day Presentation Slides**

https://www.leedsccg.nhs.uk/content/uploads/2019/10/Induct_pres_2019_10_03.pdf