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Attendance Record of Newham Co-Production Forum (A) held on Monday
22nd November 2021

Name	Initials	Job Title	Present	Apologies
Forum Members				
Sandra Amoah	SA	Co-Chair Chair, ASK User-Led Mental Health Group	✓	
Councillor Zulfiqar Ali	Cllr Ali	Co-Chair Cabinet Member for Health & Adult Social Care, Newham Council	✓	
User Led Group Representatives				
Angus McKenzie-Davie	AMD	Chair, Greenhill Cumberland Group	✓	
Joel Le Tort	JLT	Autism Awareness and Support Group	✓	
Julian Geoghegan	JG	Co-Chair, Greenhill Cumberland Group	✓	
Neil Johnston	NJ	Chair, Newham People First		✓
Violet White	VW	Chair, Older Peoples Reference Group		
Hazel Watson	HW	Older Peoples Reference Group	✓	
Sarifa Patel	SP	Co-Chair, Disability Reps Forum	✓	
Christine Dolyak	CD	Co-Chair, Disability Reps Forum		✓
Prabhudas Tanna	PT	Co-Chair, Senior Learning Disability Group	✓	
Remi Osunsanya	RO	Co-Chair, Senior Learning Disability Group	✓	

Name	Initials	Job Title	Present	Apologies
Zhenreenah Muhxinga	ZM	Chair, Carers Community Mental Health Group	✓	
Joy Murrell	JM	Carers Community Mental Health Group		✓
Yamou Njie	YN	Newham Parents Forum		✓
Lisa Saunders	LS	CarersFIRST		✓
Sophie Ibotson	SI	Older People Reference Group Coordinator, Age UK East London	✓	
Isaac Samuels	IS	Newham People First		✓
Taskin Saleem	TS	Chief Executive for Subco Trust	✓	
Naheed Anwar	NA	Holistic Operations consultant, Subco Trust	✓	
Anab Hoffman	AH	Founder and Director, Healtogether	✓	
Walid Ahmad	WA	Deaf Forum		✓
Ron Candy	RC	Visual Impaired People of Newham		✓
Parice Vandenbussche	PV	Change Grow Live		✓
Elizabeth Duhig	ED	Powerhouse for Women		✓
Support Workers				
Yasmin Shamsou	YS	Newham People First		✓
Jordan Shamsou	JS	Newham People First		✓
London Borough of Newham				
Aidan Keightley	AK	Co-Production Manager	✓	
Latifat Honey Sarfo	LHS	Co-Production and Participation Facilitator	✓	

Name	Initials	Job Title	Present	Apologies
Colin Ansell	CA	Corporate Director of Adults and Health		✓
Tony Jobling	TJ	Director of Operations, Adults & Health	✓	
Fiona Hackland	FH	Assistant Director of Commissioning Adults and Health	✓	
Charlotte Taylor	CT	Interim Director of Quality Assurance, Safeguarding and Workforce Development	✓	
Nicola Hyde	NH	Commissioning Officer	✓	
Laura Barker	LB	Head of Resident Engagement and Participation	✓	
Helen Murphy	HM	Senior Commissioner, Commissioning Health and Social Care		✓
Melissa McAuliffe	MM	Commissioner, Learning Disability Lead, Commissioning Health and Social Care		✓
Claire Solley	CS	Director of Quality Assurance, Safeguarding and Workforce Development	✓	
Jennifer Kumi	JK	Business Change Manager, Commissioning, Health and Social Care		✓
Diane English	DE	Care Curriculum Lead, Newham Adult Learning	✓	
Lydia Drummond	LD	Assistant Director of Commissioning, Adults and Health		✓

Name	Initials	Job Title	Present	Apologies
John Wood	JW	Travel Assistance Service Lead, Education, Inclusion and Achievement		✓
Nadia Haque	NH	Commissioner, Commissioning Health and Social Care		✓
Sara Montague	SM	Strategic Procurement Manager, Social Care and Public Health	✓	
Stakeholders and Partners				
Leonardo Greco	LG	Healthwatch Newham Manager	✓	
Kaine Webber	KW	Healthwatch Newham		✓
Maria Olaribigbe	MO	Healthwatch Newham	✓	
Simon Bedeau	SB	People Participation Lead, Learning Disability Service, East London Foundation Trust	✓	

Summary of **Action Points** from Monday 27th September 2021

Page No.	Action point	Assigned To.	Deadline
<u>3</u>	Action – by request of Cllr Ali, AK is to prepare a summary document of Co-Production work.	AK	24.01.22
<u>4</u>	Action - LHS to ask Carers First to future attend Community meetings	LHS	24.01.22
<u>5</u>	Action: LHS will share the details of the Carers Rights Day event via email immediately after the forum	LHS	22.11.21
<u>5</u>	Action: AK will report pavement slip hazards to Newham's Environment team immediately after the forum	AK	22.01.21

<u>Agenda Number and Item</u>	<u>Action by:</u>
<p><u>Item 1: Welcomes, Apologies and Introduction</u></p> <p>SA and Cllr Ali welcomed everyone to the meeting. All attendees introduced themselves and apologies given.</p>	
<p><u>Item 2: Covid-19 Update</u></p> <p>Cllr Ali gave a verbal update on how Covid is affecting Newham. Some European countries continue to see a rise in Covid-19 cases. In the UK, 80% of adults have received their first vaccine and 70% their second.</p> <p>Cllr Ali encourages everyone to have their vaccine. Also to test and isolate where necessary. Free Covid-19 tests are available across the borough.</p> <p>MM stated that Public Health advice that everyone who is eligible should also get a Flu jab because it adds an additional layer of protection to the Covid-19 vaccination and booster.</p>	
<p><u>Item 3: Minutes of the last forum on Monday 27th September 2021</u></p> <p>The minutes of the forum held on Monday 27th September was agreed by all.</p> <p>Cllr Ali asked that the initial draft minutes be shared within 10 days of the last forum.</p> <p>SA asked to be sent printed copies of the minutes 2 weeks prior to the next forum.</p> <p>An electronic copy of the September minutes will be available for residents to view online via following this forum. To access both the standard and accessible minutes, please use this link https://www.newham.gov.uk/health-adult-social-care/co-production/2</p>	

<u>Agenda Number and Item</u>	<u>Action by:</u>
<p><u>Item 4: Co-Production Presentation</u></p> <p>AK presented an overview of recent Co-Production work including Procurement, Task Groups and Events.</p> <p>Action – by request of Cllr Ali, AK is to prepare a summary document of Co-Production work.</p> <p>Report to include the following:</p> <ul style="list-style-type: none"> - Recorded outcomes of each piece of work against the aims and objectives - State improvements that were made as a result of the resident engagement - Details of the feedback provided to the residents involved <p>Cllr Ali added a new standing item for future forum agenda's – Task Group and Procurement update</p> <p>A copy of the presentation was shared ahead of the forum and will be shared again with these minutes.</p>	<p>AK</p>
<p><u>Item 5: Procurement</u></p> <p>Sara Montague went through the Procurement process and the impact of Co-Production on decision making.</p> <p>Key learning from the presentation include:</p> <ul style="list-style-type: none"> - The aim of Procurement is to design and improve services and service delivery; - Local Authorities have a duty to involve residents in the Procurement and decision making process; - Resident involvement is flexible to make sure it can be fully accessible; - To make sure the process is fair, everyone involved must maintain confidentiality; - The Co-Production Team guide lead Procurement officers to make sure residents have the right support; - Co-Production Team also assist to train residents to make sure they can fully engage in the process and to manage their expectations and commitments 	

<u>Agenda Number and Item</u>	<u>Action by:</u>
<p><u>Item 6. People Participation in Learning Disabilities Service presentation</u></p> <p>Simon Bedeau (SB) is the East London Foundation Team's new People Participation Lead. Simon works across City of London, Newham, Tower Hamlets, Hackney as well as Bedfordshire and Luton.</p> <p>Simons role includes the following:</p> <ul style="list-style-type: none"> - Engaging residents with a Learning Disability diagnosis - Encouraging participation from within the Learning Disability community - Training staff, carers, service users and their families on how to increase meaningful participation - Developing a remote Co-Production offer in response to the recently highlighted challenges resident with Learning Disability face when using technology <p>MM noted that SB is working jointly with Newham Commissioning, on delivering the Learning Disability assembly on Thursday, 2nd December 2021.</p> <p>YN asked if there is a Learning Disabilities team based within East London hospitals.</p> <p>TJ replied that Patricia Handley is the dedicated Learning Disability Nurse based at St Barts. Newham Hospital's Accident and Emergency department does not have a dedicated Learning Disability Nurse or team.</p> <p>AH asked SB how he intends to work to engage 'hard to reach' groups.</p> <p>SB noted that he is still getting to know the local area and community groups and organisations. LHS and MM signpost and share contacts of identified groups.</p> <p>A copy of SB's presentation will be shared along with a copy of these minutes.</p>	
<p><u>Item 7. Service Issues</u></p> <p>Action - LHS to ask Carers First to future attend Community meetings</p>	LHS

<u>Agenda Number and Item</u>	<u>Action by:</u>
<p><u>Item 8. Any Other Business</u></p> <p>Carers First will mark Carers Rights Day with an event on Thursday, 25th November at Stratford Advice Arcade.</p> <p>Action: LHS will share the details of the Carers Rights Day event via email immediately after the forum.</p> <p>AK offered special thanks to Kundayi Sisulu for all her hard work while she was with Newham. Kundayi moved on to gain further professional qualifications.</p> <p>AK reported that the Co-Production team successfully recruited to the Co-Production Customer Services Officer vacancy. The recruitment processes to fill the Co-Production and Participation Facilitator vacancy previously held by KS post is currently on hold due to a review of Community Neighbourhood.</p> <p>YM reported fallen leaves are not being cleared off the group and tree branches have not been cut back. Both cause health and safety concern for vulnerable residents.</p> <p>Action: AK will report pavement slip hazards to Newham's Environment team immediately after the forum</p>	<p>LHS</p> <p>AK</p>
<p><u>Item 8. Forward Plan</u></p> <p>The forum members discussed ideas for future forum agenda items. January 2022 forum agenda to include</p> <ul style="list-style-type: none"> - Co-Production Task Groups and Procurement review presentation - Newham Council Budget Review 2022 by Councillor Paul - Highways and Policy 	
<p><u>Item 9: Forward Plan and Date and time of next meeting.</u></p> <p>Co-Production Rep's pre-meeting, Monday 10th January 2022, 2pm - 3.30pm via Zoom</p> <p>Co-Production Forum, Monday 24th January 2022, 10:30am - 12:30pm via Zoom.</p>	