



Item No: 8

Meeting Date: Wednesday 2nd December 2020

Glasgow City Integration Joint Board Public Engagement Committee

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REVIEW OF PARTICIPATION & ENGAGEMENT: PUBLIC ENGAGEMENT COMMITTEE

Purpose of Report:

The purpose of this report is to present the findings of the review of the Public Engagement Committee as part of the wider review of the IJB's participation and engagement structures.

Background/Engagement:

The Integration Scheme between Glasgow City Council and NHS Greater Glasgow and Clyde requires the Integration Joint Board to develop a Participation and Engagement Strategy and subject the Strategy to periodic review.

The Integration Joint Board of [31 October 2016](#) approved the Participation and Engagement Strategy and remitted development and scrutiny of an action plan to support its implementation to the Public Engagement Committee.

As part of the process of reviewing the Participation & Engagement Strategy, a review of the IJB's wider participation and engagement structures was initiated to ensure they continue to be fit for purpose and offer a meaningful platform for stakeholders to participate and be engaged in the planning of health and social care services. This included reviewing; locality engagement arrangements; Strategic Planning Groups; the Communication Strategy; and the Public Engagement Committee.

Review activity took place over the second half of 2019 and included engagement with Committee Members and the wider community by electronic survey, as well as face to face engagement through the Locality Engagement Forums. This

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	report presents a summary of the activity to review the Public Engagement Committee. Reports outlining the findings of the other elements of the review are available separately on the HSCP website.
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Recommendations:	The IJB Public Engagement Committee is asked to: a) note the findings of the review; b) consider and recommend the updated Terms of Reference for the Committee at Appendix 2 for approval at the IJB; c) consider and approve the standard agenda template at Appendix 3; and d) approve the proposals at 9.1.3, 9.1.4 and 9.1.5 above to be progressed via the Action Plan at Appendix 4.
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Relevance to Integration Joint Board Strategic Plan:

A Participation & Engagement Strategy that outlines the approach of the IJB to effective participation and engagement through a variety of structures supports the IJB to achieve the five strategic priorities outlined in the Strategic Plan and to achieve its Vision of supporting the City's people to flourish and transforming health and social care services for better lives. The Public Engagement Committee is just one of a range of ways the IJB encourages participation and partnership working to inform the development and delivery of services.

Implications for Health and Social Care Partnership:

Reference to National Health & Wellbeing Outcome:	The review of our Participation and Engagement Strategy and the subsequent impact on the services delivered will contribute to meeting all Outcomes, particularly 3, 4 & 9.
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Personnel:	None
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Carers:	None
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Provider Organisations:	The proposals emerging from the review include consideration of the inclusion of the IJB representative of the Third/Independent sector on the Committee membership.
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Equalities:	An Equalities Impact Assessment has been carried out on the Participation and Engagement Strategy: https://glasgowcity.hscp.scot/publication/eqia-participation-and-engagement-strategy
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Fairer Scotland Compliance:	The membership of the Public Engagement Committee and how it interacts with other elements of the IJB's participation and engagement structures aims to ensure that people from groups that are traditionally associated with marginalisation on
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	account of their socio-economic status have equal access to participation and engagement opportunities.
Financial:	None
Legal:	None
Economic Impact:	None
Sustainability:	None
Sustainable Procurement and Article 19:	None
Risk Implications:	None
Implications for Glasgow City Council:	None
Implications for NHS Greater Glasgow & Clyde:	None

1. Purpose

- 1.1 The purpose of this report is to present the findings of the review of the Public Engagement Committee as part of the wider review of the IJB's participation and engagement structures.

2. Background

- 2.1 The Integration Scheme between Glasgow City Council and NHS Greater Glasgow and Clyde requires the Integration Joint Board to develop a Participation and Engagement Strategy and subject the Strategy to periodic review.
- 2.2 The Integration Joint Board of 31 October 2016 approved the Participation and Engagement Strategy and remitted development and scrutiny of an action plan to support its implementation to the Public Engagement Committee. The Action Plan was approved by the Public Engagement Committee on [28th November 2016](#).
- 2.3 As part of the process of reviewing the Participation & Engagement Strategy, a review of the IJB's wider participation and engagement structures was initiated to ensure they continue to be fit for purpose and offer a meaningful platform for stakeholders to participate and be engaged in the planning of health and social care services. This included reviewing; locality engagement arrangements;

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Strategic Planning Groups; the Communication Strategy; and the Public Engagement Committee.

- 2.4 Review activity took place over the second half of 2019/early 2020 and included engagement with Committee Members and the wider community by electronic survey, as well as face to face engagement through the Locality Engagement structures. Review activity was interrupted by the requirement to deal with the Covid-19 pandemic and an update on progress, including presentation of revised [Participation & Engagement](#) and [Communication](#) Strategies was considered and approved by the IJB in September 2020. This report considers the findings of the activity to review the Public Engagement Committee.

3. Reviewing the Committee

- 3.1 The primary method of gathering views on the Public Engagement Committee (the Committee) was by electronic survey, where respondents were asked a series of questions in relation to the Committee to understand whether the current structure, membership, and remit was still relevant and to identify improvement opportunities.
- 3.2 A link to the survey was sent to Committee members, HSCP staff and the existing distribution list of interested individuals and organisations across the city in December 2019.
- 3.3 A series of events arranged in the three localities as part of the Locality Engagement Forums were used to gather the views of attendees of the Committee, as well as other elements of the wider review.
- 3.4 Individuals across the city that were not currently known to the HSCP and included on distribution lists were invited to participate via social media and information contained on the HSCP website.
- 3.5 The feedback gathered from any activity in relation to the wider review that was relevant to the Committee was captured in a feedback log to enable the HSCP to demonstrate a connection between feedback received through engagement and the actions/proposals identified in this report. The feedback log can be viewed here: <https://glasgowcity.hscp.scot/publication/feedback-suggestions-log>

4. Feedback and Summary Findings

- 4.1 In total 46 responses to the Public Engagement Committee survey were received. Most of the questions were “closed”, requiring respondents to choose their response from a selection of options. However, there were a number of “open-ended” questions where comments or explanation were sought, and many of the closed questions also facilitated additional information being given. A summary of the responses to the closed questions only is attached at Appendix 1 with the commentary and Feedback Log containing additional detail provided by respondents.

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- 4.2 Most of those responding to the survey were IJB Members/professional advisors (5, 11%) or members of staff of Glasgow City Council (16, 35%) or NHS Greater Glasgow & Clyde (18, 39%). In total, 39 of the 46 who responded were identified themselves in this way (85%).
- 4.3 The results further show that of the 46 who responded, just over a quarter (12) had attended one of the Committee meetings, which are open to the public and advertised on the HSCP website, in the past. It must therefore be noted that whilst there was a large volume of feedback generated by the survey the views that have influenced the findings presented in this report came predominantly from people without experience of the Committee.
- 4.4 Some of the reasons given for not having attended a Committee included; never having heard of it (26%); not realising attendance was permitted (32%) and; not being part of the formal structures (32%), which is another indication of lack of understanding of the Committee or awareness that it is open to the public. None of those who responded had attended the Committee as a member of the public.
- 4.5 The lack of experience of the Committee among many of those who took part in the survey was evident in the fact that for many of the questions, the largest proportion of responses were “Don’t Know” or “I have no opinion”.
- 4.6 Some of the findings from the survey are as follows:
- Just over half believe the purpose of the Committee to still be valid (52%) compared to around one in ten who don’t (11%) and one in three who don’t know (36%)
 - Where respondents felt the Committee should be doing activity not covered by the current stated remit (9 of 39 who responded), suggestions included better encouraging participation from “under-represented” groups and better reflecting local priorities
 - Around a third of respondents did not think members of the public played a sufficiently active role in the Committee
 - One in five did not think the agenda items discussed at the Committee reflect the needs and priorities of the public, although equal numbers (6) felt the agenda items reflect what is happening within their communities
 - Nearly nine in ten respondents have never engaged with one of the Locality Engagement Forums or networks in their area
 - Three quarters are aware there is scope to influence the agenda of the Committee, but only 25% of people feel that, in practice, they are able to do so or have ever attempted to do so (NB: only 4 people answered these questions)
 - Around one in five people felt the membership of the Committee is not appropriate compared with a quarter who think it is, and over half (53%) had no opinion
 - Four in ten people do not hear what goes on at the Committee, with those who do hearing from a variety of sources; HSCP website (28%); attending the

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Committee (16%); by word of mouth (6%) and; from Locality Engagement Forums (6%).

5. Membership

- 5.1 Comments about membership via the survey and during the overall engagement activity for the wider review of engagement focussed on a perceived lack of representation on the Committee of the diversity of the population across the city and of groups with protected characteristics, and too many officers in attendance.

“The committee is not representative in terms of equalities - age, gender, ethnicity.”

Whilst there were no specific suggestions for how the membership should be altered to address this issue, it was suggested that the Committee lacked a voice from the third and independent sector and therefore consideration could be given to adding the IJB Member representing the third or independent sector to the Members list, with those Members possible rotating between the Finance, Audit and Scrutiny Committee and Public Engagement Committee.

- 5.2 The Committee needs to consider the extent to which, as a working committee, it requires to be representative of the demographic profile of the city, with a balance to be struck between ensuring Committee meetings themselves are representative and ensuring the other communication and engagement structures within the HSCP are functioning effectively to facilitate cascading of information and ensuring the work of the Committee is informed by and reflective of the wider population.
- 5.3 One of the suggestions made was that when the Committee meets in the different localities across the city, a “Guest locality Chair” could chair the meeting as a means to help make the Committee more attractive to local people to attend and help the agenda reflect local needs and priorities. Any decision to facilitate this request would require consideration of the role of any local representative (Chairs require to be IJB Members), with careful thought put into the impact on processes such as agenda setting and pre-agenda meetings.
- 5.4 A further suggestion was to formally review membership every two years. Membership of the Committee, which is linked to membership of the IJB and therefore influenced by turnover in the Health Board and amongst Elected Members, will have to change periodically as a result. However it is feasible to consider agreeing to review how representative the Committee membership is at agreed intervals.
- 5.5 One of the standing issues in relation to membership is with regards to the role of young person’s professional advisor on the Committee. The previous holder of this role was unable to engage fully and as a result has now vacated the position. Attempts are ongoing to establish whether the best way to ensure the Committee considers the views of young people is through identification of a suitable replacement or by alternative means, such as through formal links with relevant organisations or agencies.

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6. Public involvement

6.1 A number of points were raised in relation to the ability of the public to get involved with and influence the Committee. These comments were made in respect of influencing what is discussed at the Committee and who is able to participate in that discussion, how information from the Committee filters out to the public, and in terms of how the Committee fulfils its remit to act as a vehicle for enabling the public to influence the planning and delivery of services.

“Agenda items do not reflect the priorities or needs of the community”

“Want to hear from service users and not officers reports”

“Members of the public should; help direct the priorities and work of the committee”

6.2 The summary survey findings at 4.6 above highlighted that even where individuals understand the scope to influence the Committee agenda they don't necessarily think it happens in practice. One key way for people to influence what is discussed and who is there to participate in that discussion is by engaging with their Locality Engagement Forums (LEFs) and the Locality Engagement Officers (LEOs) but as the findings show, the largest proportion of survey respondents have never engaged with their LEF or local network. This issue was raised both by survey respondents and at the sessions organised with LEFs as part of the wider review.

6.3 The Committee would benefit from utilising the existing structures, including LEFs/LEOs to encourage community involvement and provide a clear and defined link between the community and the Committee. A clearly defined role would help to ensure people felt they were able, through their LEF/LEO, to contribute to agenda-setting and ensure the appropriate individuals or organisations are invited to take part in discussions on matters of relevance to them. Part of this role would involve ensuring that those who do not engage with the LEFs also have a route into the Committee.

6.4 LEFs are currently actively involved in influencing the agenda for Committees taking place **in their localities**, and more could be done to encourage involvement in that process. The basic infrastructure is already there to ensure a platform for suggesting locally relevant or citywide agenda items for any Committee, and to ensure the public are approached and consulted on who should attend the Committee for certain agenda items. This would be of particular importance if the subject matter impacted on specific communities of interest, place or identity. Hearing the views and inputs of representatives of groups with subject matter expertise and /or lived experience is vital and a clear area of improvement. Locality Engagement Officers should be consulted to consider how best to define and facilitate this link with the work of the Committee and to seek the views of the community to inform this.

6.5 A further suggestion for public involvement in the Committee was in relation to the time allotted to certain items. For example it was noted that items which facilitate public involvement are not given the same time that officers have for presenting reports, and that too much time generally is spent listening to HSCP staff.

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- 6.6 There will be certain subjects that require greater officer input to allow for presenting key proposals and enabling members to ask questions of attending officers in scrutiny of those proposals. However, balance is required to ensure adequate time on the agenda for members of the public to provide input on appropriate agenda items so that officers can hear from the public how services impact on those who use them. To enable meeting organisers to accommodate this there again requires to be engagement between LEOs and members of the public to determine the arrangements, for which there requires to be a clarification of the role of the LEOs.
- 6.7 Consideration should also be given to how information from the Committee reaches members of the public. Publishing reports on the website is a useful, but not comprehensive approach to this. Again this is an area where greater clarity is required on the role of LEOs, with their links to the LEFs, as a conduit for cascading information from the Committee by arranging for officers to support this activity within the LEFs.
- 6.8 How information is shared generally via the Committee was raised, with suggestions that reports need to be more accessible, easier to understand for those not familiar with the details already, and offering a more balanced view and critical eye to ensure they do not simply present the perspective supported by the HSCP. By failing to see a balanced account of certain proposals or recommendations the ability of the public, through the Committee, to feel meaningfully engaged in the policy development process is compromised.

7. Role and remit

- 7.1 A key element of the review was asking if the role and remit of the Committee was still relevant and if there was anything else the Committee should be doing. Feedback identified a misunderstanding amongst some of the purpose of the Committee, with some comments from the survey but particularly from the events, indicating a perception that the Committee is a public engagement “forum”, for members of the public to come along and discuss/debate issues relevant to their local areas or their specific communities of interest or identity.

“If it is a public meeting then tell the public and ensure that there is discussion and not just listening to a lot of officers speaking about things people do not know about”.

- 7.2 Information about the Committee on the website, through the Terms of Reference, needs to be updated to more clearly state the role of the Committee as a working committee of the IJB that members of the public are able to attend to listen to the discussion and, through their Locality Engagement Forum, potentially provide input. The current perception among some that it’s an engagement forum in and of itself creates confusion and unrealistic expectations.
- 7.3 Several of the comments received pointed to lack of awareness of the Committee and its work, and suggested it should be doing more to raise awareness amongst the communities (see section 8).

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- 7.4 Some of the other comments detailing what respondents think the Committee should be doing (better) include:
- Giving a platform/sufficient time to patients and service users on relevant subjects (to hear their views on new proposals and how changes already implemented are affecting them)
 - Discussing proposed changes to policies or services at an early stage to consider possible engagement and co-production opportunities with communities (to make members feel they are engaged with policy development) and relevant equalities and human rights implications and obligations
 - Identifying and celebrating people and services making a difference
 - Overseeing that participation and engagement happens at all levels of the organisation
 - Encouraging more participation from under-represented groups
 - Ensuring inputs to discussion are balanced to allow for informed debate
 - Inviting representative groups to speak, or give expert testimony, in relation to policy development
 - Considering how best to facilitate public involvement in agenda setting and providing input to meetings.
- 7.5 Some of the above points can be addressed by making revisions to the Committee's terms of reference. Others require a collective approach from the Committee Chair, meeting organisers, and HSCP staff working with the public and external organisations in preparation for Committee meetings.
- 7.6 The IJBs Public Petitions process was referred to in the survey feedback, with a general lack of awareness that there is a process for and guidance on submitting public petitions to the IJB, with support for making this process better known. If the public petitions process is to be retained it requires to be better publicised as part of a wider awareness-raising effort and monitored to establish public appetite and use of the process.
- 8. Awareness of the Committee**
- 8.1 A lack of awareness of the Committee, what it does and when and where it takes place was flagged up during engagement activity and has been referred to in this report already. The HSCP publishes information about the Committee on its [website](#), including the date of the next meeting and the reports that go to the Committee.
- 8.2 The review gives the HSCP the opportunity, in light of the findings at 4.3 and 4.4 in relation to attending the Committee, to acknowledge that whilst the website is a fundamental way of providing information about the Committee, a more nuanced and inclusive approach to publicising it would benefit people for whom the internet is not their preferred way of accessing information.

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- 8.3 One way of improving awareness of and therefore participation with the Committee would be to maximise links already in place with the Locality Engagement Officers and Forums to support the public awareness and engagement with the Committee.
- 8.4 One suggestion, made more several times during the consultation period, was to consider a public awareness raising campaign to promote the Committee, what it does and how to get involved.

9. Proposals

- 9.1 The following proposals emerge for consideration and approval.
- 9.1.1 The Terms of Reference for the Public Engagement Committee should be updated (see Appendix 2) to incorporate consideration of policy or service proposals at an early stage to enable discussion about possible opportunities/requirements for public engagement, and also following implementation of new/revised policies or services to consider what impact public engagement, or lack of it, has had. Any changes to the Terms of Reference will require to be formally approved by the Integration Joint Board.
- 9.1.2 A standard agenda template should be applied for meetings (see Appendix 3). The purpose of the standard agenda is refocus the balance of Committee business to give adequate and proportionate importance and time for inputs from members of the public or relevant organisations in relation to agenda items. Applying a standard agenda that would be flexible and open to change with appropriate discussion, would provide clarity on the role of the public in the Committee, ensure adequate opportunity for public involvement and improve public perception of the impact of engagement with the Committee.
- 9.1.3 The HSCP should discuss how to make best use of the engagements structures and resources already in place and clarify the role of Locality Engagement Forums and Locality Engagement Officers in providing the vital link between the public and the Committee. Consideration should include; facilitating involvement in contributing to the agenda; consideration of public involvement/input at meetings; cascading information from Committees to the public (including facilitating requests for inputs from other HSCP officers) and; facilitating representation of appropriate external agencies to contribute to discussion where relevant.
- 9.1.4 The Committee should consider the issues related to membership raised in this report and agree any changes to be made. For consideration includes; whether membership requires to increase to make the Committee more representative; third/independent sector representation; frequency of membership reviews and; the possibility of “guest locality chairs”.
- 9.1.5 The HSCP should develop and implement an awareness raising campaign to encourage public understanding of and involvement with the Committee. The campaign would cover the purpose and remit of the committee; when and where the meetings take place; the different ways to get involved; the public petitions process; and where to get further information on the work of the Committee.

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10. Action Plan

- 10.1 Of the proposals outlined in section 9 above, 9.1.1 and 9.1.2 have already been progressed and are attached in the appendices to this report for consideration and approval.
- 10.2 Proposals at 9.1.3, 9.1.4 and 9.1.5 require further discussion and consideration and, if approved, should be progressed through a short term Action Plan (See Appendix 4) to be implemented and monitored by the Public Engagement Committee.

11. Recommendations

- 11.1 The IJB Public Engagement Committee is asked to:
- a) Note the findings of the review;
 - b) consider and recommend the updated Terms of Reference for the Committee at Appendix 2 for approval at the IJB;
 - c) consider and approve the standard agenda template at Appendix 3 and;
 - d) approve the proposals at 9.1.3, 9.1.4 and 9.1.5 above to be progressed via the Action Plan at Appendix 4.










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Appendix 1: Summary of survey data (closed questions only)

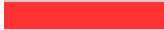



**Review of Participation and Engagement:
Glasgow City IJB Public Engagement Committee**

NB: The tables below do not include questions where comments were sought from respondents.



1. Which of the following best describes you? (please select one)				
			Response Percent	Response Total
1	Glasgow City Integration Joint Board Member / Advisor		10.87%	5
2	Member of the public		4.35%	2
3	Patient or service user of health and/or social care services		2.17%	1
4	Carer of someone who uses health and/or social care services		2.17%	1
5	Employee of Glasgow City Council		34.78%	16
6	Employee of NHS Greater Glasgow and Clyde		39.13%	18
7	Glasgow City Council Elected Member (not a member of Glasgow City IJB)		0.00%	0
8	NHS Greater Glasgow and Clyde Health Board Member (not a member of Glasgow City IJB)		2.17%	1
9	Trade Union or Staffside		0.00%	0
10	Third / Voluntary Sector Provider / Contractor of health and/or social care services		0.00%	0
11	Private / Independent Sector Provider / Contractor of health and/or social care services		0.00%	0
12	GP / Primary Care Contractor		0.00%	0
13	External Organisation - Public/Statutory		2.17%	1
14	External Organisation / Network - Third / Voluntary Sector		0.00%	0
15	External Organisation / Network - Independent / Private Sector		2.17%	1
16	Prefer not to answer		0.00%	0
17	Other (please specify):		0.00%	0
			answered	46
			skipped	0

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2. Which of the three geographic localities in Glasgow City do you primarily identify with? (please select one)

			Response Percent	Response Total
1	North West locality		34.78%	16
2	North East locality		15.22%	7
3	South locality		23.91%	11
4	I don't know/Not applicable		26.09%	12
			answered	46
			skipped	0


3. Have you ever attended the IJB Public Engagement Committee?

			Response Percent	Response Total
1	Yes		26.09%	12
2	No		73.91%	34
			answered	46
			skipped	0

4. Is there any particular reason you have never attended? (please select one)




			Response Percent	Response Total
1	I have never heard of the Public Engagement Committee		26.47%	9
2	I have no desire to attend the Committee		5.88%	2
3	I didn't know I could attend		32.35%	11
4	I don't know when/where the Committee meets		5.88%	2
5	I am not a member of, or advisor to, the Committee		26.47%	9
6	Other (please specify):		2.94%	1
			answered	34
			skipped	12

5. What was your main role at the Public Engagement Committee? (please select one)




			Response Percent	Response Total
1	I am a Committee member		50.00%	6

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5. What was your main role at the Public Engagement Committee? (please select one)

			Response Percent	Response Total
2	As an officer of the Council or Health Service		33.33%	4
3	As a member of the public		0.00%	0
4	As a guest speaker		8.33%	1
5	Other (please specify):		8.33%	1
			answered	12
			skipped	34


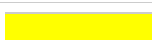
6. Do you think the agreed purpose of the Committee is still valid?

			Response Percent	Response Total
1	Yes		52.27%	23
2	No		11.36%	5
3	Don't know		36.36%	16
			answered	44
			skipped	2

8. Is there anything you feel the Committee should be doing that is not covered by the remit stated?


			Response Percent	Response Total
1	Yes		23.08%	9
2	No		20.51%	8
3	Don't Know		56.41%	22
			answered	39
			skipped	7

10. Do you think this is currently happening? (Members of the public having the role that would be expected in the work of the Committee: this question relates to an open-ended question (9))




			Response Percent	Response Total
1	Yes		11.76%	4
2	No		32.35%	11

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10. Do you think this is currently happening? (Members of the public having the role that would be expected in the work of the Committee: this question relates to an open-ended question (9))

			Response Percent	Response Total
3	Don't Know		55.88%	19
			answered	34
			skipped	12





11. Do you think the topics on the agenda at the Public Engagement Committee reflect the needs and priorities of the public?

			Response Percent	Response Total
1	Yes		14.71%	5
2	No		20.59%	7
3	Don't Know		64.71%	22
			answered	34
			skipped	12



12. Do you think the topics on the agenda at the Public Engagement Committee reflect what is happening in local communities?



			Response Percent	Response Total
1	Yes		17.65%	6
2	No		17.65%	6
3	Don't Know		64.71%	22
			answered	34
			skipped	12



13. Do you currently attend or engage with any of the following? (please select all that apply)




			Response Percent	Response Total
1	North West Locality Engagement Forum		11.76%	4
2	North East Locality Engagement Forum		2.94%	1
3	South Locality Engagement Network		2.94%	1
4	None of the above		88.24%	30
			answered	34
			skipped	12

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14. Are you aware that you are able to influence the agenda of the Public Engagement Committee?				
			Response Percent	Response Total
1	Yes		75.00%	3
2	No		25.00%	1
			answered	4
			skipped	42



15. Do you feel that you are able to influence the agenda of the Public Engagement Committee?				
			Response Percent	Response Total
1	Yes		25.00%	1
2	No		75.00%	3
			answered	4
			skipped	42



16. Have you ever suggested an item that has been added to the agenda for the Committee?				
			Response Percent	Response Total
1	Yes		25.00%	1
2	No		75.00%	3
			answered	4
			skipped	42

18. Do you think the Committee membership is appropriate?				
			Response Percent	Response Total
1	Yes		25.00%	8
2	No		21.88%	7
3	I have no opinion on this		53.13%	17
			answered	32
			skipped	14

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20. How do you get to hear about what goes on at the Public Engagement Committee? (please select all that apply)				
			Response Percent	Response Total
1	I attend the Committee		15.63%	5
2	As an IJB member I receive the papers		6.25%	2
3	HSCP website		28.13%	9
4	Word of mouth		6.25%	2
5	Locality Engagement Forum or Network		6.25%	2
6	I don't get to hear what goes on at the Committee		40.63%	13
7	Other (please specify):		3.13%	1
			answered	32
			skipped	14




21. Do you share what you hear about what goes on at the Committee with anyone else (other groups or organisations, staff, friends or family etc)?				
			Response Percent	Response Total
1	Yes		42.11%	8
2	No		57.89%	11
			answered	19
			skipped	27




23. Would you like to receive more information about the work of the Public Engagement Committee?				
			Response Percent	Response Total
1	Yes		20.69%	6
2	No		79.31%	23
			answered	29
			skipped	17

Equalities Monitoring










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24. What is your sex? (please select one)				
			Response Percent	Response Total
1	Male		30.00%	9
2	Female		63.33%	19
3	Prefer not to answer		6.67%	2
			answered	30
			skipped	16

25. Is your current gender different to your gender at birth? (please select one)				
			Response Percent	Response Total
1	Yes		9.68%	3
2	No		80.65%	25
3	Prefer not to answer		9.68%	3
			answered	31
			skipped	15

26. What is your ethnicity? (please select one)				
			Response Percent	Response Total
1	White – Scottish		80.65%	25
2	White – Other British (tick and specify below)		3.23%	1
3	White – Irish		0.00%	0
4	White – Gypsy / Traveller		0.00%	0
5	White – Polish		0.00%	0
6	White – Other Ethnic Group (tick and specify below)		0.00%	0
7	Pakistani, Pakistani Scottish or Pakistani British		3.23%	1
8	Indian, Indian Scottish or Indian British		0.00%	0
9	Bangladeshi, Bangladeshi Scottish or Bangladeshi British		0.00%	0
10	Chinese, Chinese Scottish or Chinese British		0.00%	0
11	Asian – Other (tick and specify below)		0.00%	0
12	African, African Scottish or African British		0.00%	0
13	African – Other (tick and specify below)		0.00%	0

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26. What is your ethnicity? (please select one)				
			Response Percent	Response Total
14	Caribbean, Caribbean Scottish or Caribbean British		0.00%	0
15	Caribbean – Other (tick and specify below)		0.00%	0
16	Black, Black Scottish or Black British		0.00%	0
17	Black – Other (tick and specify below)		0.00%	0
18	Arab, Arab Scottish or Arab British		0.00%	0
19	Other Ethnic Group (tick and specify below)		0.00%	0
20	Any Mixed or Multiple Ethnic Group (tick and specify below)		0.00%	0
21	Prefer not to answer		9.68%	3
22	Other (please specify):		3.23%	1
			answered	31
			skipped	15

27. Do you consider yourself to have a long-term illness, health condition or disability that affects your daily activities? (please select one)				
			Response Percent	Response Total
1	Yes		6.45%	2
2	No		83.87%	26
3	Prefer not to answer		9.68%	3
			answered	31
			skipped	15

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Appendix 2: Updated Terms of Reference (text in red denotes update)

GLASGOW CITY INTEGRATION JOINT BOARD PUBLIC ENGAGEMENT COMMITTEE

TERMS OF REFERENCE

Composition:

6 Voting Members of the IJB (3:3) plus 3 Non-Voting Members
Chair and Vice Chair alternate each year

Frequency:

Quarterly

Purpose

The IJB Public Engagement Committee will enable Glasgow's citizens and local Third and Independent sector organisations to have a direct route of engagement and role in the policy **and service** development process in relation to health and social care integrated services by raising matters of concern. It will as part of this role, approve and keep under review the IJB's Participation and Engagement Strategy.

Remit:

- To consider petitions and representation on matters falling within the competence of the Integration Joint Board and recommend to the Integration Joint Board the appropriate action to be taken.
- To monitor and review the development and implementation of the Integration Joint Board's Participation and Engagement Strategy.
- **To identify and monitor the impact of engagement opportunities in relation to the development and delivery of health and social care services.**
- To carry out any and all functions conferred on the Committee by the Integration Joint Board in keeping with the Participation and Engagement Strategy.
- Referring back to the Integration Joint Board for its consideration any relevant issues which might have implications for policy development coming within the remit of the Integration Joint Board.

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Appendix 3: Standard Agenda template



Date: XXXXX

Time: XXXXX

Venue: XXXXX

**Glasgow City
Integration Joint Board
Public Engagement Committee**

AGENDA

	Lead	Enclosures
1. Declaration of Interests Members of the Board are invited to declare any interest in any matter on the Agenda for the meeting in which they have a financial or other interest.	Chair	
2. Apologies	Chair	
3. Minute of previous meeting	Chair	
4. Matters Arising (Not otherwise on the Agenda)	Chair/All	
5. Rolling Action List	Standards Officer	
6. Locality Update (key activity/impact of integration)	Community Representative	
7. Public Engagement (recent engagement, impact, upcoming opportunities/ planned service developments, EQIA)	Locality Engagement Officer/All	
8. Review of Participation & Engagement Strategy Action Plan	Business Development	
9. Officer/Service updates	HSCP	
10. AOCB		
11. Next meeting timeline		

The next meeting will be held at XXXXX am on XXXXX in XXXXX (venue to be confirmed).

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Person issuing the Agenda to whom apologies/enquiries should be made:-

Julie Kirkland
Senior Officer (Governance Support)
Glasgow City Health and Social Care Partnership

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Appendix 4: Public Engagement Committee Action Plan

Action	Summary	Responsible	Timescale
Review of membership	Include consideration of: <ul style="list-style-type: none"> • Representativeness of current membership • Third/Independent sector representations • Young Persons advisor role • Periodic review of membership • Guest locality Chairs 	Pubic Engagement Committee	April 2021
Update Terms of Reference	To include: <ul style="list-style-type: none"> • Reference to identifying and monitoring the impact of engagement opportunities in relation to the development and delivery of health and social care services. 	Head of Business Development	Complete (subject to IJB approval)
Development of a revised standard agenda	Standard agenda revised to: <ul style="list-style-type: none"> • give adequate and proportionate importance and time for inputs from members of the public/ relevant organisations • be flexible • provide clarity on the role of the public in the Committee. 	Head of Business Development	Complete
Explore and develop the role of LEOs and Locality Engagement Fora in providing the link	Work with Locality Engagement Officers to consider:	Heads of Planning Planning Managers Locality Engagement Officers	April 2021

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between the community and the work of the IJB/Committee.	<ul style="list-style-type: none">• Facilitating public contribution to the agenda• Public involvement/input at meetings• Cascading information from Committees to the public• Supporting role of external agencies• Seeking the views on the community on how to achieve the above.	Head of Business Development	
Public awareness campaign	Initiate a public awareness raising campaign including: <ul style="list-style-type: none">• The role of the Committee• When and where the Committee meets• Getting involved	Head of Business Development	April 2021