

PPG Network Action Points

Meeting: PPG Network Meeting

Date: Friday 24 May 2019

Time: 1.00pm – 3.30pm

Location: Conference Room 2, Doncaster College for the Deaf.

Members Present: Norma Carr – Chair
Chris James (CJ)
Frank Knapton (FK)
Sheila Bean (SB)
Peter Noble (PN)
Barbara Bell (BB)
Jon Finegold (JF)
Chris Simmonds (CS)
Diana Foster (DF)

Apologies: Kayleigh Wastnage (KW)
Judith Hickson (JH)
John Burke (JB)
Steve Lyons (SL)
Geoffrey Johnson (GJ)
Brian Nelson (BN)

In Attendance: Natalie Bowler-Smith (NBS) – Community Engagement Officer, Healthwatch
Emily Green (EG) – Business Support Office, Healthwatch
Tina Hope (TH) – Primary Care Doncaster
Jessica Needham (JN) – Apprentice at Primary Care Doncaster

	Agenda Item	Notes
1.	Welcome Introductions Housekeeping	NC welcomed everyone to the meeting and introductions were made. NC informed the group that Ian Morris has resigned from the group so will no longer be attending the meetings. IM has requested to be taken off the distribution list for the network.
2.	Apologies	Kayleigh Wastnage (KW), Judith Hickson (JH), John Burke (JB), Steve Lyons (SL), Geoffrey Johnson (GJ), Brian Nelson (BN)
3.	Minutes of the last meeting and matters arising	The minutes from the last meeting held on 26 April 2019 were reviewed by those present at the last meeting and agreed as a true record. Matters arising: EG confirmed she has contacted Karl Roberts to attend a meeting but still waiting for a response.

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		<p>Action: PN to promptly chase up Karl Roberts.</p> <p>There was a discussion around PPG Awareness Week. Members had ideas around having a presence at Community based stalls to hand out information and raise awareness about the Network.</p> <p>Action: It was agreed for NC to approach Steve Lyons (SL) for him to create a simple print out leaflet about the PPG Network that can be used for community engagement.</p> <p>NC questioned if the note to Practice Managers has been sent. EG and NBS do not recalling receiving the email.</p> <p>Action: NC to re-send the email to EG/ NBS to be sent onto Practice Managers.</p>
4.	Primary Care Doncaster update – Tina Hope	<p>TH came to the meeting on behalf of Kayleigh Wastnage to provide an update on Primary Care.</p> <p>TH went through the 6-month review on the Extended Access Service that began in October 2018. The 6-month review of the service has been submitted to DCCG.</p> <p>The PPG Network raised their thoughts on the service and all agreed that receptionists need more awareness and training on the extended access service and hubs available. Receptionists are not informing patients on the different options and additional services available.</p> <p>JH made the group aware that the Extended Access report is in the public domain.</p> <p>Action: EG to send out for information.</p> <p>The presentation will be sent along with the minutes and attached below for more information on what were discussed.</p> <p>It was agreed that Kayleigh Wastnage or Tina Hope will update on the service at a future meeting.</p>
5.	Access to GP services project – Healthwatch Doncaster	<p>NBS updated the Network on the GP Access project Healthwatch are currently working on.</p> <p>Over 500 questionnaires have been completed by public and patients. The Engagement team at HWD have engaged with people in Out Patients, Leisure Centres, Civic Office and other community settings.</p> <p>The PPG Network were asked to think of ideas to where HWD can deliver the questionnaire in the community.</p>
6.	Sharing Best Practice	<p>NC gave a brief overview of her GP practice. This agenda item has been put in place to enable members to exchange ideas on best practices.</p> <p>NC provided two points for best practice: structure, committee (constituted) with open meetings for public to attend.</p>

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		<p>NC raised the point that all PPG's are different and there is no set model.</p> <p>NC nominated JF to share best practice at the next meeting.</p>
7.	Any other business	BB raised if anyone had shared the stoma information. BB was informed that The Burns Practice are distributing the information in their prescriptions.
8.	Close	Meeting closed at 15.00hrs
9.	Date of next meetings	<p>Next meeting: Friday 21st June 2019 1.00pm – 3.30pm</p> <p>Future meetings: Friday 26th July 2019 Friday 13th September 2019 Friday 25th October 2019 Friday 29th November 2019</p>