

# PPG Network Action Points

**Meeting:** PPG Network Meeting

**Date:** Friday 19 January 2018

**Location:** Trades Club, Frenchgate, Doncaster, Room 10

**Members Present:** Norma Carr (NC) – Chair  
Curtis Henry (CH)  
Steve Lyons (SL)  
Judith Hickson (JH)  
Chris Simmonds (CS)  
John Burke (JB)  
Barbara Bell (BB)  
Stan Johnson (SJ)  
Geoffrey Johnson (GJ)

**Apologies:** John Plant (JP)  
Frank Knapton (FK)  
Diana Foster (DF)  
Ian Morris (IM)

**In Attendance:** Emily Green (EG) – Business Support Officer, Healthwatch Doncaster  
Elle Smith (ES) – Apprentice, Healthwatch Doncaster  
Kayleigh Wastnage (KW) – NHS Doncaster CCG Primary Care Team  
Mavis Cook (MC) – NHS England, Patients Choice  
Sian Owen (SO) – The Medical Centre

|    | <b>Agenda Item</b>                                     | <b>Action</b>  | <b>By</b> |
|----|--|--|-----------|
| 1. | <b>Welcome<br/>Introductions<br/>Housekeeping</b>      | NC welcomed everyone to the meeting.   |           |
| 2. | <b>Apologies</b>                                       | John Plant ( <b>JP</b> )<br>Frank Knapton ( <b>FK</b> )<br>Diana Foster ( <b>DF</b> )  |           |
| 3. | <b>Minutes of the last meeting and matters arising</b> | The minutes from the previous meeting held on; 15.12.2017 will be amended to reflect - PPG network member ( <b>BB</b> ) attended this meeting. Once this point has been amended within the minutes, it was agreed they could be 'signed off' as an accurate record of the meeting.<br><br><b>Action: EG</b> to make the necessary corrections/ amendments to the minutes dated: (15.12.2017) | EG        |

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|    |   | <p><b>JB</b> posed a question to the network, requesting members to consider if it was possible to adjust the start/ finish times of future meetings to assist him attend meetings more regularly in future. Considering this, PPG network Chair (<b>NC</b>) and the wider members agreed, they were happy to accommodate this and adjust the time of the meetings. The new time slot identified for future meetings is now; <b>12.30pm – 3.00pm</b>.</p> <p><b>Action: EG</b> to arrange future network meeting to reflect the new arrangements around the timings.</p> <p><b>BB</b> reiterated her point that PPG Network Members require access to Out of pocket expense forms for out of pocket expenses incurred by members whilst attending meetings such as; parking costs/ fuel -mileage claims/ bus fares etc.</p> <p><b>Action E, G.</b> to provide/ make available the ‘Out of Pocket Expense claims form for PPG Network members are available at future meetings.</p> |  |
| 4. | <p><b>Kayleigh Wastnage – NHS Doncaster CCG Primary Care Update</b></p> | <p><b>K W</b> attended this meeting to deliver a presentation on the health service area of Primary Care. The information provided, highlighted on four enhanced service areas of community pharmacy, commissioned by NHSD, CCG.</p> <p>The enhanced areas highlighted within this are:</p> <ol style="list-style-type: none"> <li>1. Inhaler Technique Check in Adults</li> <li>2. Minor Aliments Service</li> <li>3. Palliative Care Drugs Service</li> <li>4. Pharmacy Urgent Repeat Medicines Service (PURM)</li> <li>5.</li> </ol> <p><b>Action; E, G.</b> to send out copies of the PowerPoint presentation to all network members alongside any other supporting information from the meeting.</p> <p>Network members were informed / advised to contact <b>KW</b> directly if they had any further questions relating to the above information (4 enhanced areas).</p>   |  |

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|    |   | <p>It was agreed that KW is to provide an update on the review of the Minor Aliments Service. Also, both <b>K, W &amp; S,O.</b> will endeavour to provide an update on the implementation of Care Navigation at the next meeting.</p> <p>A further discussion ensued regarding how members of this network could assist to raise awareness of the four enhanced service areas to their wider members within GP practice provision across Doncaster.</p>  |  |
| 5  | <b>Mavis Cook – NHS England, Patient Choice</b> | <p><b>MC</b> delivered a presentation about ‘Patient Choice’ and an individuals legal rights to ‘choice’ whilst in consultation with their G.P.</p> <p><b>M.C</b> attempted to clarify on the term ‘Patient Choice’, explaining the concept around patients having the right to be involved in making informed decision about their treatment and /or care.</p> <p>Leaflets were provided to the network attendees, detailing what Patient Choice means. <b>MC</b> enquired about how PPG Network members could assist her with distributing the information across G.P practices within Doncaster to help raise the awareness of patients.</p> <p>A further discussion ensued with regard to the potential role of Healthwatch Doncaster and how the organisation may be able to assist with raising the awareness of Doncaster patients about how the consultation about choice can affect them.</p> |  |
| 6. | <b>AOB</b>                                      | .  |  |
| 7. | <b>Close</b>                                    | Meeting closed at 4.30PM   |  |

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