

# PPG Network Action Points

**Meeting: PPG Network Meeting**

**Date: Friday 13 April 2018**

**Location: Trades Club, Frenchgate, Doncaster, Room 9**

**Members Present:** Norma Carr (NC) – Chair  
Curtis Henry (CH)  
Diana Foster (DF)  
John Burke (JB)  
Stan Johnson (SJ)  
Ian Morris (IM)  
Chris Simmonds (CS)  
Sian Owen (SO)  
Marylin Fox (MF)

**Apologies:** John Plant (JP)  
Frank Knapton (FK)  
Steve Lyons (SL)  
Barbara Bell (BB)  
Kayleigh Wastnage (KW) – NHS Doncaster CCG Primary Care Team  
Andrew Goodall (AG) – Chief Operating Officer, Healthwatch Doncaster  
Geoffrey Johnson (GJ)

**In Attendance:** Emily Green (EG) – Business Support Officer, Healthwatch Doncaster  
Michael Smith (MS) – Student Placement at Healthwatch Doncaster  
Rachael Mather (RM)

	<b>Agenda Item</b>	<b>Action</b>	<b>By</b>
1.	<b>Welcome Introductions Housekeeping</b>	NC welcomed everyone to the meeting and introductions were made.  As MS was attending the Network meeting for the first time he explained he is on a student placement programme with HWD.	
2.	<b>Apologies</b>	John Plant (JP) Frank Knapton (FK) Steve Lyons (SL) Barbara Bell (BB) Kayleigh Wastnage (KW) Andrew Goodall (AG) Geoffrey Johnson (GJ)  JP has now formally resigned from attending PPG Network meetings as from 13th April 2018. – JP announced that he's moving out of	

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		<p>Doncaster so can no longer be involved in the affairs of the PPG Network.</p> <p>Members of the network thanked JP for all his involvement and participation within the Network during his time. JP's contributions within meetings will be missed, members of the network wish him all the very best for the future.</p> <p>KW is also leaving the Network to commence her new role within the newly formed NHS Doncaster, GP Federation, Primary Care, Doncaster. This means Kayleigh will no longer be attending PPG Network meetings in her role as the Primary Care representative from NHSD, CCG</p> <p>Again, a big thank you was given to K, W for her contributions within meetings. Also for the level of support provided to the Network outside of the meetings.</p> <p>A comment was made, highlighting the potential opportunity around inviting Kayleigh to attend a future Network meeting to present/ share information about the role and responsibilities of the GP Federation and her role within this. (<b>Action:</b> to be arranged once agreed?)</p>	
3.	<p><b>Minutes of the last meeting and matters arising</b></p>	<p>The minutes of the previous meeting were agreed and approved as a true record of the meeting by all those present at that meeting.</p> <p><b>Matter arising:</b>  <b>Care and Support at Home Project –</b>          Members were made aware of a meeting, scheduled to take place on 14th May 2018. The venue for this meeting is HWD. Any volunteers who have experienced care and support at home or who have interest in attending, please speak to EG or Sandie Hodson at HWD.</p> <p>(N, b. This meeting is cancelled until further notice)</p> <p><b>Hospital Services Review –</b>          The PPG Network agreed; DF will be asked to keep members of this network updated on the developments around HSR meetings/ work.</p> <p><b>Update/ Action:</b> 02.05.2018: email received from K, H. - Katy is requesting an invitation from the Network to enable her to present/ feedback on the outcomes from the HSR.  <b>Action:</b> this to be arranged once agreed</p>	

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4.	<b>Rachael Mather – Primary Care</b>	<p>Primarily, the purpose for R, M attendance at this network meeting was to present a NHSD CCG, Primary Care, update in the absence of the usual representative K, W.</p> <p>Concerns were raised around aspects of the ‘communication’ between NHSD, CCG and the PPG Network. The Chair took the opportunity to clarify her view point for how the ‘relationship’ between the network and NHSD, CCG should be managed and/ or maintained.</p> <p>The topic of discussion deviated to focus on other aspects of the ‘relationship’, based on the previous experiences of the chair (N, C.) and her preceding involvement within EEC meetings.</p> <p>A lengthy discussion then ensued about the past, current and future ‘relationship’ between the PPG Network and NHS Doncaster, CCG.</p> <p>N, C. (Chair) expressed the viewpoint, she felt it was fundamentally important that the network maintain a level of independence as a patient/ public forum. Within this, there’s recognition of the obligations/ duties of the NHS to engage with its patient &amp; Public members.</p> <p>The chair (N, C.) also felt It was important for the Network to identify it ’s own direction of travel and able to focus on matters which they viewed as important or key aspects and issues arising from the roll out and transformations across primary health care provision in the area for future.</p> <p>The PPG Network highlighted the importance of having one point of contact from the Primary Care team who can send and receive information. Another key point within this, was to ensure any information which is brought to meetings for discussion is firstly, review then approved as an agenda item by network members.</p> <p>Members in attendance at this Network meeting expressed, they were united in their approach toward ensuring any actions or decisions made on behalf of the Network are jointly agreed prior to being implemented.</p>	
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		<p>N, C. – (Chair) reiterated on her point; in future all information or / suggestion for actions for the network must be discussed and approved by the network before being implemented or publicised to ensure the group are aware/ on board with any actions being proposed for future.</p> <p>C, S. spoke about the importance of 'Patient engagement' and the potential benefits of this for the practice. C, S. highlighted the importance or need for practices to identify a representative from the team, who will hold responsibility for this area of work and to maximise on the opportunities for successful outcomes.</p>	
5.	<b>Student Placements</b>	To be referred to a future meeting.	
6.	<b>Doncaster Free Press – PPG Press release</b>	To be referred to a future meeting.	
6.	<b>AOB</b>	The PPG Network were made aware that RDaSH are holding an event on 8 July at their Tickhill Road site to celebrate NHS 70 <sup>th</sup> birthday.	
7.	<b>Close</b>	Meeting closed at 3.30PM	