

PPG Network Action Points

Meeting: PPG Network Meeting

Date: Friday 15 December 2017

Location: Trades Club, Frenchgate, Doncaster, Room 10

Members Present: Norma Carr (NC) - Chair
 Judith Hickson (JH)
 Diana Foster (DF)
 Curtis Henry (CH)
 Frank Knapton (FK)
 Steve Lyons (SL)

Apologies: John Plant (JP)
 John Burke (JB)

In Attendance: Emily Green (EG) – Business Support Officer, Healthwatch Doncaster
 Nick Hunter (NH) - NHS Doncaster CCG/ Doncaster Local
 Pharmaceutical
 Kayleigh Wastnage (KW) – NHS Doncaster CCG Primary Care Team
 Andrew Goodall (AG) – Chief Operating Officer, Healthwatch Doncaster

	Agenda Item	Action	By
1.	Welcome Introductions Housekeeping	NC welcomed everyone to the meeting.	
2.	Apologies	John Plant (JP) John Burke (JB) Geoffrey Johnson (GJ)	
3.	Minutes of the last meeting and matters arising	Minutes from previous meeting on 27 October 2017 were agreed as an accurate record	
4.	Overview of Pharmacy Provision – followed by Q&A's NH Nick Hunter, NHS Doncaster CCG/ Doncaster Local Pharmaceutical Committee	Nick Hunter delivered a presentation and gave an overview on pharmacy provision from a local and national prospective. This was then followed by a discussion from network members. PowerPoint presentation - attached for information.	EG/CH
5.	Andrew Goodall, Healthwatch Doncaster	The following was discussed and agreed: 1. The PPG Network want to maintain their identity as an independent group that supports best practice, sharing of information and equitable conversations	

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		<p>about Primary Care. The large majority of network members confirmed, they wanted the identity of the group to remain and be commonly known as it was from the onset as the PPG Network. The terms of reference are to be amended by members of the network to reflect the ethos and direction of travel of the network in future.</p> <p>Action: T.O.R – produced by S.L, – see the attached summary/ statement.</p> <p>2. The PPG Network appreciate the support Healthwatch Doncaster provide.</p> <p>3. It was confirmed and agreed that the PPG Network would be supported by Healthwatch Doncaster – admin and facilitation.</p> <p>4. NC would like to set the agenda for the meetings and has asked if she could gather agenda items from the wider group through EG i.e. Emily would email out to the group membership asking for agenda items to be sent back to Emily by a specific date so that the agenda can be prepared in advance of the next meeting. NC has proposed to put specific times for each agenda item so that the meeting can run to time.</p> <p>5. NC would like to catch up with CH and AG in the early New Year to confirm the offer of support and identify if there are other opportunities for the PPG Network to get involved in.</p> <p>6. All the PPG Network members were supportive of trying to increase their membership – Healthwatch Doncaster will produce a short report on some ideas/opportunities for increasing/widening membership and engagement – Andrew Goodall to draft out a report in advance of the next meeting on 19 January 2018.</p>	
6.	AOB	<p>It was identified that the PPG Network Group would like to put some standing items on the agenda for each meeting:</p> <p>a. NHS Doncaster CCG Primary Care Update – Kayleigh Wastnage</p> <p>b. Healthwatch Doncaster Update</p> <p>CH and AG to attend next Locality Practice Managers meeting and talk about Healthwatch</p>	

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		<p>Doncaster and the work that we do and support we can offer. Dates of the meetings need to be identified and Practice Managers approached to see if they are happy for us to attend.</p> <p>K, W. Agreed to defer her primary care presentation until the next meeting.</p> <p>.</p>	
7.	Close	Meeting closed at 4.30PM	