

PPG Network Action Points

Meeting: PPG Network Meeting

Date: Friday 18 January 2019

Time: 1.30pm – 3.30pm

Location: Doncaster Communication College, Conference Room 2

Members Present: Norma Carr (NC) – Chair
John Burke (JB)
Chris Simmonds (CS)
Judith Hickson (JH)
Barbara Bell (BB)
Ian Morris (IM)
Steve Lyons (SL)
Sian Owen (SO)
Chris James (CJ)

Apologies: Geoffrey Johnson (JJ)
Georgina Newman (GN)
Jon Finegold (JF)
Diana Foster (DF)
Kayleigh Wastnage (KW)
Emily Green (EG)

In Attendance: Jill Telford (JT) – Engagement Team Manager, Healthwatch Doncaster
Andrew Goodall (AG) – Chief Operating Officer, Healthwatch Doncaster
Elle Smith (ES) – Engagement Support Officer, HWD – minute taker

	Agenda Item	Notes
1.	Welcome Introductions Housekeeping	NC welcomed everyone to the meeting and introductions were made.
2.	Apologies	Geoffrey Johnson (GJ) Georgina Newman (GN) Jon Finegold (JF) Diana Foster (DF) Kayleigh Wastnage (KW) Emily Green (EG)
3.	Minutes of the last meeting and matters arising	The minutes from the last meeting held on 30 November 2018 were reviewed and agreed by those present at the last meeting and agreed as a true record. Action: ES to ensure SO is included in the distribution list for the network. BB asked if the group had been receiving Health newsletters via Healthwatch. BB requested the group provide her with their contact details and all newsletters will be sent direct by BB to the group. BB to distribute future Health News to the group.

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4.	Terms of Reference	<p>The PPG Network reviewed a draft version of the terms of reference that SL had very kindly drafted on behalf of the PPG Network group. The group thanked SL for all his hard work.</p> <p>Amendments were made after a discussion with the network.</p> <p>The network agreed to adopt this document as a true record. Action: SL will send final draft to HWD.</p>
5.	Ophthalmology Glossary-100 Day Challenge	<p>There was a discussion about where people should go for common eye problems. SL informed the network that there is a leaflet that will be produced shortly about these issues. Action: SL will pass onto HWD to circulate to GPs across Doncaster.</p> <p>There was also a discussion about a public survey on eye healthcare. Action: The survey will be distributed to the group to capture people's thoughts.</p>
6.	C.C.G Newsletter	<p>The PPG Network reviewed their newsletter that outlines the purpose of the network and accepted this as a true record.</p> <p>Action: It was requested that this information will be sent out for publication in the CCG, PCD and RdASH newsletters.</p> <p>Action: JB to contact Cheryl Watkinson to be a link for the RdASH newsletter and to invite her to future meetings. EG to add onto circulation list.</p>
7.	Reflection on A.G.M	<p>NC gave a summary on her presentation at the Healthwatch AGM about the PPG Network.</p>
8.	Update from Andrew Goodall	<p>Joint Health and Social Care commissioning strategy Suggestion for discussion around this on 15 February 2019. The meeting will be open for anyone to attend and discuss the joint strategy a PPG Network meeting will take place after the open workshop discussion. Action: Information and invite to be sent out for this meeting.</p> <p>Access to Primary Care AG informed the network there is an opportunity for the network to speak about their views on the Primary Care access – this will be a focus for HWD until Easter.</p> <p>Long Term Plan Healthwatch England will be directing HWD regarding some discussions with the public at a later date.</p> <p>HWD glossy booklet HWD have agreed to have a free glossy booklet made that will include information on HWD and network groups' PPG</p>

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		Network, Health Ambassadors, ChAD (Choice for All Doncaster), volunteers and student placements. This booklet has now been approved and 10,000 copies will be produced and circulated around GP practices and other health services.
9.	AOB	<p>Supporting PPGs within Practices</p> <p>JT offered to provide support for the PPG at Mexborough New Surgery. Debi Gillott the practice manager for The New Surgery Mexborough has approach JT and is happy to hold a meeting with JT and Frank Knapton. JT to arrange a meeting.</p> <p>CJ explained a piece of work he's involved in around barriers to physical activity. CJ will be completing interviews with the Edlington public. This is a joint piece of work between Sheffield Hallam University and Doncaster Council. CJ will provide an update on this at a future meeting.</p> <p>JT raised a suggestion made by Jon Finegold for an invitation to be extended to Ann Dawson and Kate Green from the Royal College of General Practitioners. BB informed the group they had visited the PPG at the Burns Practice and shown an interest in attending the network.</p> <p>Action: This was discussed at length and was agreed to invite them to the meeting on the 29 March 2019.</p>
9	Future meetings	<p>Next meeting: Friday 15 February 2019 at Deaf Communication College in the Eastfield Restaurant – open discussion meeting - the CCG are attending to discuss the Health and Care Commissioning Strategy</p> <p>Friday 29 March 2019, Doncaster Communication College, Conference Room 2</p> <p>Friday 26 April 2019, Doncaster Communication College, Conference Room 2</p>
10	Close	Meeting closed at 15.30hrs