



PPG Network Meeting

Minutes

Date: 24th October 2018

Time: 13:30-16:30

Location: The Brighthelm

Summary of resolutions taken at meeting

Proposed resolutions	
Item number	Resolution
2	DL to circulate CCG events page
4i	ACTION- DL to circulate details again
4ii	ACTION- DL to make sure it goes out in the practice bulletin
5i	ACTION – ALL- please remember to forward a summary of your PPG meetings to Debbieludlam@nhs.net or by post (email preferred if possible) Debbie Ludlam, Brighton and Hove CCG, Hove Town Hall, Norton Road, Hove, BN3 4AH
5ii	Action- DL to forward template
6i	ACTION- DL to put a note in the practice bulletin asking practices to make sure they complete it even if they do not have a PPG
6ii	ACTION- DL to update the PPG membership list and contact details
6iii	ACTION- SC to ask PMs to fund NAPP subscription at the next PM forum.
7	ACTION- If your PPG would like to be in the pilot please email debbieludlam@nhs.net by 12 th November with a brief description of how your PPG will benefit specifically from membership.
9	ACTION- Tammy to feed back to her team
10	ACTION- ALL- Please ask your PPG members what topics they would like and any ideas they have for the conference.
12i	ACTION- MY- Please add parking to the next agenda Invite
12ii	ACTION- MY- please invite Jeremy Luke to the next meeting



Chair	Martyn Yeats					
Present	Name	Practice				
	Debbie Ludlam	CCG				
	maureen copelin	portslade				
	J O'Carroll	Pavilion				
	F Brackenbury	Trinity				
	J Seal	Hove Medical Center				
	Steve Cribb	Links Road				
	Mark Richardson	Preston Park				
	Clair Danvers	Saltdean and Rottingdean				
	Stan	Saltdean and Rottingdean				
	Val Cane	Park Crescent				
	Brian Ravenett	North Laine				
	Roy Fieriyeller	St Lukes/ saltdean & Rottingdean				
	Eileen Fieriyeller	St Lukes/ saltdean & Rottingdean				
	Carol Witney	St Peters				
	Michael Whitty	Warmdean				
	Neil Stevenson	Charter				
	Nina Graham	Cluster 6				
	Mo Marsh	Stanford				
	Graham Aldridge	Wish Park				
Sue Carrochan	Woodingdean					
Magda Pasiut	Community Works					
Pauline Young	Trinity					
In attendance	<table border="1"> <tr> <td>Isabel Costello</td> <td>Engagement officer Crawley, Horsham mid Sussex and East Surrey CCGs</td> </tr> <tr> <td>Magda Pasiut</td> <td>Community Works</td> </tr> </table>	Isabel Costello	Engagement officer Crawley, Horsham mid Sussex and East Surrey CCGs	Magda Pasiut	Community Works	
Isabel Costello	Engagement officer Crawley, Horsham mid Sussex and East Surrey CCGs					
Magda Pasiut	Community Works					
Apologies	Mike Holdgate- CCG lay member for patient participation Sylvia New Henriette Hardman Cheryl Palmer					
Agenda item number			Action			
1	Welcome and apologies					



2	Introduction	
	<p>MY welcomed everyone to the meeting and introduced himself as the new chair of the PPG network.</p> <p>The group agreed that the new seating arrangement in a circle was much better and felt much friendlier and collaborative.</p> <p>Everyone was reminded to try and speak loudly so that people can hear.</p> <p>This meeting has clashed with a number of other meetings and it was asked that more consideration as to the timing of the meeting was considered for next time</p> <p>ACTION- DL to circulate CCG events page https://www.brightonandhoveccg.nhs.uk/get-involved/events</p>	DL
3	Minutes (circulated on 05/09/2018) and Matters Arising	
	Action V- GDPR was discussed as this is still a bit of a minefield as to where the liability rests if there was a breach in relation to if an online forum was set up- the PPG? The Practice? The CCG? SC suggested that when thinking about GDPR you need to consider 2 main points 1. What is the potential for a breach. 2. What is the significance off a breach?	
	Correction-page 5 update from FB should say 2 bus journeys not 2 bus stops	
	The minutes were accepted as accurate subject to the corrections mentioned above	
4	CCG update (Big Health and Care Conversation & Alliance)	
	DL reminded everyone about the Big Health and Care Conversation on 9 th November ACTION- DL to circulate details again ACTION- DL to make sure it goes out in the practice bulletin	DL DL
5	Issues arising from PPG meeting feedback forms Issues arising from PPG meeting feedback forms	
	Only 2 practices sent feedback form in- ACTION – ALL- please remember to forward a summary of your PPG meetings to Debbieludlam@nhs.net or by post (email preferred if possible) Debbie Ludlam, Brighton and Hove CCG, Hove Town Hall, Norton Road, Hove, BN3 4AH Action- DL to forward template	ALL DL
	Parking at Wish Park was highlighted as an issue. There are not many spaces and the pay and display bays are very expensive and often not very accessible (on very steep hills etc). What about the frail or people with access issues but don't have a disabled badge? SC mentioned that they managed to get 2 parking spaces changed from	

	a taxi rank to 1 hour restricted parking bays- you would need to contact the council to request this . It was agreed that we will include 'parking and access' on the next agenda with a view to exploring proposals for gauging the extent of the issue across the city.	
	Discussion about flu jabs- practices are losing out because many people are having their jabs at pharmacies (i.e practices lose money on unused vaccinations and also the practice will still need to deal with the administration side of it). It was asked if we could encourage people to get it done at their GP surgery. A counter argument was made that it could be easier for some to get it done at a pharmacy especially as an opportunistic way (i.e doing your shopping or have children and don't have a chance to book an appointment). It was agreed that it doesn't matter where people get their flu jab done, just as long as they get it somewhere.	
	We still have an issue with attendance and not having up to date mailing lists for PPG reps ACTION- DL to put an item in the practice bulletin to invite all PMs to submit the name and contact details of their respective PPG leads.	DL
	Trinity struggle with the administration involved in communicating via post for the people that don't have email addresses. SC suggested using organisations such as 'mailchimp' or 'Docmail' which are services where you upload everything that needs to be printed and a database of the addresses and they cover all the admins (printing, putting in envelopes and attaching postage stamps and will post them for you.	
6	PPG stocktake	
	There were only 11 responses from 7 practices so DL has asked that all PPG network reps make sure they complete the surveymonkey ACTION- DL to put a note in the practice bulletin asking practices to make sure they complete it even if they do not have a PPG DL mentioned that the spreadsheet that holds the email addresses of the PPG network reps is just a list of emails and it does not say who they are or what practice they represent. DL will ask PMs to send DL details of their PPG network reps via an addition to the practice bulletin ACTION- DL to update the PPG membership list and contact details	
	SC said that subscription for NAPP could be funded by the practices through the prescribing incentive expenditure ACTION- SC to ask PMs to fund NAPP subscription at the next PM forum.	
7	NAPP- Ideas for pilot	

	<p>The CCG is able to fund 3 practices to have a NAPP subscription. Ideally we would like 1 practice where the PPG is going well, 1 in the middle and 1 where the PPG is struggling. After 1 year we would like the pilot practices to write a brief summary of the benefits and how it has made improvements (or not) to their PPG so we can analyse the merit in funding going forward (to support a business case)</p> <p>ACTION- If your PPG would like to be in the pilot please email debbieludlam@nhs.net by 12th November with a brief description of how your PPG will benefit from belonging to NAPP</p>	
8	Community Works PPG support update	
	MP reminded everyone that Community Works (CW) is able to provide workshops, training and conferences and can link practices in with the Hangleton and Knoll Project, TDC and the West Hove Health Forum and can also create health forums	
	MP mentioned that CW can provide training to PPGs on how to apply for grants. Reminder to everyone- if you have received a grant please let CW know because this helps with their funding.	
	Since GDPR came in community works have lost many people from their mailing lists so please sign up to their newsletter if you have not already done so.	
9	Urgent Care proposals update	
	 <p>PPG Network Meeting_24102018.p</p> <p>Presentation by Tammy Sharpe</p>	
	Extended hours may not work for commuters. Many won't get back to Brighton until after 19:30/20:00	
	We should have a list of the ailments that are considered urgent, those that can be treated at the pharmacy etc ACTION- Tammy	
	ACTION- ALL- Please add as an agenda item for your next PPG meeting "how can Tammy (and the CCG generally) communicate better with PPGs concerning the provision of Urgent Care? Please add the responses to your PPG feedback forms that you send back to the CCG	
10	PPG Conference	
	DL asked if the group if it would be ok to invite PPG reps from CCGs within the alliance to the PPG conference- it was agreed that this would be a great idea.	
	<p>Ideas for topics</p> <ul style="list-style-type: none"> • Collaboration 	

	<ul style="list-style-type: none"> • What is the purpose of a PPG? • How to access services • Information on what practice clinicians can do (so you don't need to see a GP- i.e a nurse practitioner is able to prescribe) 	
	Invites should also go out to GPs and PMs and also Digital Brighton	
	Do not hold the conference on a Monday	
	Could this conference not dovetail on an already established popular event?	
	We could trial evening meetings	
	There could be a virtual element (i.e like a webinar or record the talks and put on youtube)	
	ACTION- ALL- Please ask your PPG members what topics they would like and any ideas they have for the conference.	
11	PPG online forum	
	<p>Paper presented by MR- main points:</p> <ul style="list-style-type: none"> • No need for the CCG to be involved • PPG can run this themselves (Mark, Pauline & Nick who will also moderate it) • It will cost £120 per year for the web hosting • Ask Community Works for a grant to fund? • 	
	<p>Issues:</p> <ul style="list-style-type: none"> • Bullying and harassment • New members would need to be recommended by an existing member 	
12	Any other business	
	<p>ACTION- MY- Please add parking to the next agenda</p> <p>ACTION- MY- please invite Jeremy Luke to the next meeting</p>	
13	Date of next meeting	
	23 rd January 2019 13:30-16:30	