NHS

Commissioning Alliance

Brighton and Hove CCG
Crawley CCG
East Surrey CCG
High Weald Lewes Havens CCG
Horsham and Mid Sussex CCG

PPG Network Meeting Minutes

Date: 31st July 2019

Time: 13:30-16:30

Location: The Brighthelm

Summary of resolutions taken at meeting

Proposed resolutions	
Item number	**Resolution**
4ia	DL to ask the governance team to come and speak at the next PPG Network meeting
4ib	DL to share a list of current decision making committees
4ic	ALL PPGs to make contact with their PCN to ask to be included in their PCN meetings
4id	DS to include a piece on PPGs and PCNs in his next newsletter
5ia	if you would like to be on the conference planning group please contact debbieludlam@nhs.net
6ia	MY to add "PPG Directory" to the next meetings agenda
6ib	DL to share the Healthwatch report with the minutes
6ic	DL to chase up St Peters/ North Laine re PPG meeting
7i	DL to send out the role descriptions with the minutes
7ii	ALL- email or telephone DL if you would like for the PPG Network Chair role to be opened up to a nomination/ voting process

	NAME	INITIAL	PRACTICE
Present	**Martyn Yeats**	MY	CHAIR/ Links Road
	Debbie Ludlam	DL	CCG
	Steve Cribb	SC	Cluster 4 PCN manager lead/ Links Road
	Val Cane	VC	Park Crescent
	Robin Guilleret	RB	Saltdean and Rottingdean
	Denise Muller	DM	Portslade HC
	Rosmary Phillips	RP	Portslade HC
	Maureen Copelin	MC	Portslade HC
	Brian Ravenett	BR	North Laine/ St Peters

	Graham		
	Mike Holdgate	MH	CCG Governing Body lay member & Saltdean and Rottingdean
	Neil Vinter	NV	Saltdean and Rottingdean
	Clare Danhurst	CD	Saltdean and Rottingdean
	Eileen Fierheller	EF	Saltdean and Rottingdean
	Mo Marsh	MM	Stanford
	Lloyd Ungoed	LU	Trinity
	Fabia Brackenbury	FB	Trinity
	Eve Castle	EC	Beaconsfield
In attendance	**Dr David Supple**		CCG
Apologies	**Henriette Hardiman**	HH	Beaconsfield
	Pauline Young	PY	Trinity
	Mark Richardson	MR	Preston Park
	Graham Aldridge	GA	Wish Park
	Magda/ Jess		Community Works
	Stan Pearce	SP	Saltdean and Rottingdean

Agenda Item No.		**Action**
1.	**Welcome and apologies**	
	The Chair welcomed everyone to the meeting.	
2.	**Introduction**	
i.	The PPG reps introduced themselves.	
3.	**Minutes and Matters Arising**	
i.	The minutes from the last PPG meeting were approved by the Chair and no issues of accuracy were recorded.	
ii.	It was noted that all matters arising had either been actioned or were covered in the meeting.	
4.	**Primary Care Networks (PCNs)- Dr David Supple**	
i.	Dr David Supple presented an update on PCNs followed by a Q&A session. The main points are noted below:	

	• There is 'new' money attached to PCNs (approx. £30-65k) through the DES (Directed Enhanced Service) • All practices in Brighton and Hove have signed up to the PCN DES • Part of the new money will pay for Clinical Directors and Manager leads (all now appointed for all 7 PCNs) • PCNs to become the experts in the needs of their population • PCNs will not be a legal entity so there are risks involved- for example when employing staff on half of the PCN- it will be down to singular practices to employ staff on behalf of the PCN • PCNs are still in their infant stages so they are currently working through issues and how they will operate • Initiatives like the West Hove Health forum are an example of good collaboration between services and the community • There is variation in patient engagement across the city and PCNs will have a degree of independence. The CCG cannot direct PCNs on what they must do but the CCG can advise and support where needed • PPGs need more clarity in showing and hearing the patient voice and how this can be fed into decisions and operations • It was felt that PPG Network members should be represented in decision making groups, there is variation across Sussex CCGs on patient representation on decision making groups, a piece of work is being carried out by Paul Pallister in the CCG on aligning the arrangements for the Primary Care Commissioning Committee across the Sussex CCGs. **ACTION** DL to ask the governance team to come and speak at the next PPG Network meeting. We also need to think about things like when a member of the public sits on a committee that makes an unpopular decision- how will they be supported? **ACTION** DL to share a list of current decision making committees *Post meeting note, decision making committees are as follows: <u>For Governance</u> South Place Governing Body (monthly cycle of formal (in public) then seminar (private)) Brighton and Hove Primary Care Commissioning Committee (bi monthly in public) Brighton and Hove Clinical Commissioning Committee (monthly) South Place Finance and Performance Committee (monthly) South Place Quality and Safety (monthly cycle of formal then informal) South Place Audit Committee (bi monthly) Citywide Locality (GP Members Meeting, few decisions) Constitution Meetings (GP Members meeting - new, currently adhoc)	DL DL

	There is also Remuneration and Nominations Committee (HR led) Local Management Team Meetings held fortnightly (management led) Primary Care Operations Group held bi-monthly (primary care team led) • There is a PCN board and PPG reps should feed into this because some committees are not the right place • Calling the PCNs "clusters" is confusing- PCNs are in their early stages and names have not yet been confirmed, some PCNs have decided on names but PPGs would like to be able to contribute to these • In terms of health records, what will be shared and who will have access to what? There is an STP workshop that will be seeking to find issues and problem solve. At the moment the summary care record (SCR) will be shared between health professionals (a SCR has basic information such as current medications, allergies and medical conditions, patients can opt out). GDPR that people should only have the information they need to do what they need to do • Patients have some anxiety over health information being hacked Vs having to repeat yourself each time you see a new professional • PCNs need to engage PPGs early while they are still maturing. **ACTION** PPGs to make contact with their PCN to ask to be included in their PCN meetings **ACTION** DS to include a piece on PPGs and PCNs in his next newsletter • Will PPGs change in the PCN framework? There are no current changes to the GMS contract so PPGs will still be required for each practice • Liability insurance is now covered by the state but the Clinical Director of the PCN is not indemnified within the cover.	ALL DS
5.	**PPG Conference planning**	
i.	• A date has been suggested as 26th October • The current date is during half term. It was agreed to postpone the conference. • Suggested topics include: PCNs. There is a board for each PCN which we should have representation on each Encouraging Practice Managers to e more involved in PPGs • It was decided to form a PPG network conference task and finish group. Volunteers are:	

	NV, DM, FB, EC, MY **East Central 1 PCN -** **East and Central 2 PCN -** Cluster 2- Saltdean (NV) Cluster 3 – Beaconsfield (EC) West Hove- Links Road (MY) & Portslade (DM) Goldstone- Trinity- (FB) **Cluster 5-** • We would like all clusters represented but currently missing PCN1 , PCN 2 & cluster 5 • **ACTION** if you would like to be on this group please contact debbieludlam@nhs.net the next meeting is on 5th September 111:30-13:30 at Hove Town Hall (particularly if you are from one of the PNCs not represented)	ALL
6.	**How can PPGs problem solve and deal with issues as they come up- Discussion**	
i.	• North laine/ St Peters have not had a PPG meeting since the merger. **ACTION** DL will chase this up • How can we ensure that all PPGs are represented at the network? As far as we are aware, the only practices without a PPG are Charter, Matlock Road and St Peters (and Mile Oak maybe?) • We really need an up to date directory of PPGs. We also need to think about GDPR and have a PPG mapping session at the next meeting. **ACTION** MY to add to the next meetings agenda • David Liley at Healthwatch has just finished a report on General Practice **ACTION** to send to DL to share with the minutes once received from Robin • PPGs need to be part of the CCG governance structure. • Will there be payments from NHS England for PPGs and what happened to patient payments “pump priming”? • General practice has limited capacity and PPGs can help by doing things such as; engaging with people in GP waiting rooms, putting together a newsletters, tidying up waiting rooms by taking down all the old posters etc) • FB noted that there is an interesting article in Pulse about information in waiting rooms. Please contact fabracadabra666@hotmail.co.uk if you would like to be sent it, • Practice manager (PM) engagement is key. Where you have a PM invested in a PPG it is much more successful (i.e at Links road staff are released to attend PPG meetings) • How do we attract more diverse PPG members?	DL MY DL

	-We could go along to community groups such as “new mums clubs” -To understand how to attract more young people Links Road commissioned “Right Here” to undertake a project to look at how to recruit younger patients. • FB & DM informed the group of university students that can come into the practice and support with social media – post meeting note- see attached email about current student placements which are focused on community engagement. • Practices should have computers in the waiting rooms where they can access information on alternative support (i.e like social prescribers might) SC added that this could potentially pose risks to the practice and each computer would need to be able to block certain content (i.e someone could download inappropriate images/ videos etc)	
7.	**PPG Chair Nominations**	
i.	There was a discussion about the PPG network chair role going forward. The main points are captured below • 1 year isn’t long enough, the term should be for 2 years • An idea for a Proposer and seconder process was suggested • We need a constitution (DL reminded the group that there are Terms of Reference for the PPG Network and role description for PPG network chair) **ACTION** DL to send out the role description with the minutes • DS suggested that the PPG network could nominate MF today due to consensus amongst the group that 1 year is not long enough for a term and because the group are very satisfied with MY as the current chair. The attendees at the meeting nominated MY to continue in his role of PPG Chair for another year and FB provided the seconder nomination. The group then voted and the outcome was for MY to continue in role for 1 more year. DL explained that we would need to make sure that the other PPG network reps are happy with this arrangement. If anyone would like to dispute this decision and call for the nomination process to be initiated, **ACTION** all please contact DL on debbieludlam@nhs.net or 01273 238725 **by 9am Monday 16th Sep**	DL ALL
8.	**AOB**	
i.	none	
9.	**Date of next meeting**	
	30th October, 13:30-16:30, The Brighthelm Centre, Brighton, BN3 4AH	