Meeting name PPG Network Meeting

Minutes

Date: 30 – January – 2020
Time: 13:30 – 16:30
Location: Hanover Room, Brighthelm Centre, North Road, Brighton, BN1 1YD

Convening Chair: Martyn Yeats - Links Road Surgery - MY

Present:
Debbie Ludlam – B&H CCG - DL
James Hatch - B&H CCG – JH
Fabia Brackenbury – Trinity – FB
Lloyd Ungoed – Trinity – LU
Denise Muller – Portslade - DM
Henriette Hardiman – Beaconsfield – HH
Sharon Lyons – Portslade – SL
John Cook – University of Sussex - JC
Mark Richardson – Preston Park – MR
Robin Guilleret – Regency Healthcare – RG
Val Cane – Park Crescent – VC
Steve B – Mile Oak - SB
Mike Holgate – CCG Governing Body Lay Member – MH
Neill Vinter – Saltdean & Rottingdean - NV
Robert Hinton – Stanford – RH
Eve Castle – Beaconsfield - EC
Neil Vinter – Saltdean & Rottindean – NV
Richard – Mile Oak – R1
Sunita Shier – St Peters - SS

In attendance:
Jane Collins – Albion Garden Project - JC
Peter Spence **–** Albion Garden Project - PS
Stefania Lanza – Brighton and Sussex Medical School PPI Group - SL

Item No.	Item	Action
	Meeting Opening Items	
1	**Welcome and apologies**	
	The chair welcomed everyone to the meeting. Apologies were received from: Michael Whitty, Maureen Copelin, Robert Winton, Rosemary Philips, Josephine O'Carroll, Andy Cheng, Graham Arlidge, Sylvia New, Eileen Fierheller.	
2	**Introduction**	
	The PPG representatives introduced themselves.	
3	**Minutes and matters arising**	
	The Chair carried out a page-by-page review of the draft minutes and invited comments: It was agreed that JK was not representative of Saltdean and Rottingdean Medical Practice and as such should be included under 'In Attendance.' The minutes are to be amended to reflect this.	

	Minutes of the meeting held on 18 October 2019 The Committees approved the minutes as an accurate record of the meeting held on 18 October 2019 Matters Arising • MY – There is a need to work on the Terms of Reference. Is anyone able to assist? This could be done on the forum on the website. • **ACTION** - JC & RG to draft ToR in time for next meeting in April. • MY - Elections for Chair – should this be annually? Up to three years? I suggest we have elections at the summer meeting. Hustings - where the candidates speak for ten minutes. Should we elect a vice-chair at the same time? • MY – Healthwatch are a member of the patient groups ToR. Healthwatch are relevant to PPGs work so why not public? Their papers are not available to the public. Sections 1 & 16 cover Healthwatch volunteers. Many of us are also Healthwatch volunteers but also members of public. • MY – The A&E inspections will be at the end of Feb. Actions • **3.1** - MY updated GP locality meetings last November and will do so as Chair of the PPG Network in March. He spoke about the changes to the NHS from 1st April. • MH – GPs members of the CCG are deciding how they want to be represented. This is in progress but not through the PCN meetings. There should be three on the Governing Body. The aim is that the CCG is clinically led. • JC - Is there a link to the PCN meetings? • MY – It's not consistent across the city. • SL – It would be helpful to have lay member representation at PCN meetings. Not sure what progress there is on this. • MH – PCNs are clusters of businesses individually not collectively across the city. We must have PPGs at surgeries but it is not enforceable for PCNs. It is very much up in the air. • DL – The CCG has strongly supported GPs. • JC - We have to be practical. Do PCNs need lay members? • MY – We have to demonstrate that PPGs can be useful. We have a case to prove. • NV – There are seven PCNs in Brighton & Hove. There is good representation in two but not the other five. • MY – The GP locality meeting is a good forum for discussion. • **3.2** – MY – Andy Hodson to be brought to future PPG Network meeting. • **ACTION** – SL – To look at potential dates for Andy Hodson to come to Network meeting. • **3.3** – Covered in Terms of Reference. • **3**.4 – Discussed good relationships.	**JC & RG** **SL**
4	**Albion Street Gardening Project**	
	Jane Collins (JC) and Peter Spence (PS) outlined the following key points: • JC - I spoke to the interim manager at Albion Street and talked about the PPG. I told her about Peter and his work and getting involved with the community. • PS – We are lucky to have a community and Albion Community Gardens. It is mostly social housing and a lot of green space so we created a	

	community garden space. We just started by planting things. There were no gardens just space. • PS – In 2019 we won a Brighton in Bloom Silver Award. The garden has expanded. We have been able to give residents gardens when they haven't had them before. We've approached the GP surgery for a tree and would like to develop a sensory garden. • PS – The ethos is that everyone is seen as a gardener not as a volunteer. We thought the CCG might find gardening useful for social prescribing. We are not trained for therapeutic gardening but are qualified mentors and have had suicide prevention training. Mindfulness works well and it's good for social isolation. One neighbour walked past for two years before getting involved. • LU – You can get police checked and the PPG can apply for grants • PS – I get funding where I can. We can get 3rd party liability from the council but need full liability cover. • MY – Your group has grown organically – it works because of how it has come together. • SL – Fantastic! I like the link to social prescribing. West Hove has already got social prescribing in its sites. It's great until you look at all the details involved in the prescribing route. You need a safety net. • JC – Peter is not even their patient. • MH – Social prescribing works from the top down. It needs to be thought through. It might be challenging. • DL – Community Works does small grants. • PS – You need permission from the landowner to plant trees. • NV – Thank you. That was fantastic. I can see the merits for mental health. Come to our event in March.	
5	**Brighton & Sussex Medical School Patient and Public Involvement Group**	
	Stefania Lanza (SL) outlined the following key points: • SL - I work at the medical school in project management and research. I organise a PPI group for the school. It looks at the school and the trusts etc. The work is completed by researchers so the results are properly evidenced. • SL - We look at national groups. The hub and spoke model – the spokes to community reaches a wider audience. We shape our projects around local communities. • SL - I am here to ask for support. We would like to design a group with the community. • **ACTION** – MY - Collect names of who wants to get involved in the community group for Brighton & Sussex Med School PPI Group. • VC – Does this already exist? • SL – This is different in that it is more comprehensive than yours which is generalist. My job is to find out what is happening at the moment. Look at research, brainstorm, community GP research, forums etc. • JC – Funders 10 – Charities and Government – massive scope for funding. • LU – Medical Students would be interested in doing the research. • SL – We've put the call out to two GPs among others but they would need academic qualifications. • **ACTION** – JH - Add Stefania's email address: s.lanza@bsms.ac.uk	MY JH

6	**PPG Support**	
	Martyn Yeats (MY) outlined the following key points: • How do we reach surgeries that don't have PPGs or have PPGs in difficulty? There have been two or three identified. • FB – In the Goldstone PCN Trinity are the only PPG involved. Charter are looking to start. • VC – Park Crescent need help. • MH – I've been assured that every practice has a PPG. • DL – keep in mind, A Virtual PPG could just be 2 people on an email list • MY – I've been approached by a surgery that has concerns about their PPG and will be meeting them on Monday. • NV – The CQC will ask to speak to a representative from the PPG. A few have already been asked. Practice Manager and Lead Practitioners have also been asked. • MR – We need a case study to show that money is demonstrably saved by having a PPG. • MY – There was the irrigation thing 18 months ago where we stood shoulder to shoulder with GPs to get CCG funding. • MY – The Links Road practice manager sings the praises of the young people's surveys. • **ACTION** – MY – Provide irrigation case study for Debbie. • RG – How many virtual PPGs are there? • DL – About four. • **ACTION** – SB – Visit other peoples PPGs and add it to our website. • NV – Tuesday 3rd March at Grand Ocean Surgery – all are welcome. • **ACTION** – JC – Find out about getting radio airtime to promote PPGs. • **ACTION** – MR – Use social media. You can't control but can turn off comments on Instagram. Could reach a younger audience.	**MY** **SB** **JC** **MR**
7	**Oversight Framework- (previously called the IAF)**	
	Debbie Ludlam (DL) outlined the following key points: • DL – Explained what The oversight framework is and that it is we submitted to NHS England.. We were rated good last year but want to be outstanding this year. • **ACTION** – All - Can you provide any examples where you have influenced commissioning? • LU – I've covered various things like Vasectomy. • MH – I'm a member of public but don't represent views. • MH – We need details on 4th February on how to complete statement from Tom on 'how it's meant to be.' • SB – Can we see what other CCGs have done to get a comparison? • MH – How does the chair (MY) influence governance? • DL – Surveys – results shown through annual reports etc. • SL – We don't see the loop. • DL – We have now done this 'you said – we did/couldn't do' approach. • **ACTION** – All - Look at engagement pages on Brighton & Hove CCG website. • MY – Where is the evidence? We need an action log.	**ALL** **ALL**
8	**Break**	

9	**PPG Conference Planning**	
	Neill Vinter (NV) outlined the following key points: • NV - The plan for the event is in place. We are looking at promotion. • NV – The event is called **Bee-ing Well in the City**. We have designed posters and flyers with information such as 'drop in market place' and 'free mole checks.' • **ACTION** – All - We need help promoting the event. Suggested places for distributing flyers: Surgeries, Community Centres, Hospitals, Shops, Buses, Libraries, Pubs etc. • **ACTION** - JC – Get some promotion of the event on the radio. • **ACTION** – All – We need help with volunteering on the day. This includes: marshals on the welcome desk taking contact details and directing people to their local PPGs, marshalling the cloakroom and manning the PPG table 'What PPGs Do!' • NV – We are aiming for somewhere between 200 and 500 attendees. • NV – We have not been able to get a celebrity but hope to get Adam Doyle to close the event. • **ACTION** – DL - Produce a feedback questionnaire. • **ACTION** – NV – Provide a list of the stall holders and speakers. • NV – We have chosen the weekend so as many people as possible can attend the event. • **ACTION** – All – There will be a briefing at the Brighthelm Centre on Tuesday 24th March at 2pm to go through roles etc.	**ALL** **JC** **ALL** **DL** **NV** **ALL**
10	**Public Involvement Update- and How we will be involving the public in the future** **- Peoples Panel** **- Community Ambassadors**	
	Debbie Ludlam (DL) outlined the following key points: Community Ambassadors • DL – In March last year funding from NHS England to NHS Sussex CCGs has enabled the recruitment of Community Ambassadors- DL explained the roles. • NV – Is it only 12 months? Should we invite them here? • DL – No this is just the start of the programme. Yes it would be useful. • **ACTION** – DL – Invite the Community Ambassadors to PPG meeting. Peoples Panel • DL – I will be getting involved. Funded to set up Peoples Panel. It is an online group of people with a focus on working age because this is a group we don't usually hear from via our usual routes. There are currently around 1100 people signed up – though this is not the limit. We send out surveys every two months depending on what is relevant at the time. There is a steering group set up of which Martin will be attending one. • DL – There will be a Peoples Panel stall at the PPG event on 28/3. • **ACTION** – FB – Include The Peoples Panel in next newsletter.	**DL** **FB**
11	**AOB and agenda items for next meeting**	
	Agenda Items for next meeting: • Community Ambassadors (DL).	

	• ARC – homeless and migrant surgery - got an outstanding inspection. • Osteoporosis (HH). • Healthwatch outcomes from 24 hour A&E research project on 28th & 29th February. • Overview of where we are healthcare wise: Andy Hodson, Jeremy Luke, Hugo Luck. Acronyms explained. • Carers – the pressure on carers – The Carers Centre? • PCN activities and Social Prescribing. • Caring and prevention • How to correspond with those who are not computer literate. Age UK computer clubs. • Social Prescriber – Lizzy West to say what she does. AOB: • None.	
12	**Action Log**	
	The Committees agreed to the following actions**:** **Action 3.1**: Draft ToR in time for next meeting on 29th April. **Action 3.2**: To look at potential dates for Andy Hodson to come to Network meeting. **Action 5.1**: Collect names of who wants to get involved in the community group for Brighton & Sussex Med School PPI Group. **Action 5.2**: Add Stefania's email address: s.lanza@bsms.ac.uk **Action 6.1**: Provide irrigation case study for Debbie. **Action 6.2**: Visit other peoples PPGs and add it to Mile Oak website. **Action 6.3**: Find out about getting radio airtime to promote PPGs. **Action 6.4**: Use social media. You can't control but can turn off comments on Instagram. Could reach a younger audience. **Action 7.1**: Can you provide any examples where you have influenced commissioning?. **Action 7.3**: Look at engagement pages on Brighton & Hove CCG website. **Action 9.1**: We need help promoting the event. Suggested places for distributing flyers: Surgeries, Community Centres, Hospitals, Shops, Buses, Libraries, Pubs etc. **Action 9.2**: Get some promotion of the event on the radio. **Action 9.3**: We need help with volunteering on the day. This includes: marshals on the welcome desk taking contact details and directing people	**JC/RG** **SL** **MY** **JH** **MY** **SB** **JC** **MR** **ALL** **ALL** **ALL** **JC** **ALL**

	to their local PPGs, marshalling the cloakroom and manning the PPG table 'What PPGs Do!' **Action 9.4**: Produce a feedback questionnaire. **Action 9.5**: Provide a list of the stall holders and speakers. **Action 9.6**: There will be a briefing at the Brighthelm Centre on Tuesday 24th March at 2pm to go through roles etc. **Action 10.1**: Invite the Community Ambassadors to PPG meeting. **Action 10.2**: Include The Peoples Panel in next newsletter.	**DL** **NV** **ALL** **DL** **FB**

Date of next meeting

| 13.30 to 16.30 | Thursday 29th April 2020 | Hanover Room, The Brighthelm Centre, North Road, Brighton, BN1 1YD