

Notes of the Full Patient Public Panel Meeting held on Monday 23 February 2015 at 9.30 am in Room 1, Learning Centre, Forth Valley Royal Hospital

PRESENT: Ms Linda Mason
Ms Eileen Wallace
Mr Jim Cowan
Mr John Boyle
Ms Carol Allardyce
Mr Eddie Kelly
Mrs Grace Rae
Ms Christina McNeil
Ms Sheila McGhee
Mr Lawrie Dewar
Mr John Snaddon
Mrs Sheila McDuff
Ms Anne Curran
Ms Margaret Wotherspoon
Mr John McGhee
Mrs Mary Miller
Mrs Helen Russell
Ms June Reid
Mrs Helen Macguire (Chair)
Mrs Lee Campbell
Mr James Greenaway
Ms Lorna Beaton

Staff Members

Mrs Karen Maclure, Person Centred and Patient Relations Manager
Mrs Helena Buckley, Quality Manager
Mrs Caroline Logan, PA to Person Centred & Patient Relations Manager

APOLOGIES: Mrs Margaret Gilmour
Mrs Margo Biggs
Mrs Evelyn Crosbie
Ms Evelyn Finnie
Mrs Grace Rae
Mr Iffy Hussain
Ms Meg De Amasi
Mr Terence O'Byrne
Mr David Wallace
Ms Margaret Preston
Mr David McLaren

Staff Members

Mrs Pauline Marland, Person Centred and Patient Experience Co-ordinator
Prof Angela Wallace, Director of Nursing
Mrs Jessie-Anne Malcolm, PPF Co-ordinator

The Patient Public Panel welcomed Mrs Linda Mason to the Panel as she had expressed an interest in joining the Panel and Mrs Mason wished to have the opportunity to see how the Panel operated.

1 **MINUTES OF THE FULL PATIENT PUBLIC PANEL MEETING**

1.1 **Notes of the Full Patient Public Panel Meeting Held on Thursday 18 December 2014**

The Notes of the meeting held on Thursday, 18 December 2014 were accepted as a true reflection of the meeting subject to the following amendment: Mr John Snaddon attended the meeting.

2 **MATTERS ARISING**

2.1 **Appointment of Members to the IHO Advisory Group and CAUTI Group**

Clarification was sought regarding members joining the IHO Advisory Group and CAUTI Group. It was noted that Mrs Sheila McGhee would join the CAUTI Group and Mrs Buckley would take forward an action with regard to the IHO Advisory Group. Mrs Eileen Wallace's interest was noted with regard to joining this group.

3 **THE WAY FORWARD**

Mrs Campbell updated the Panel with regard to the meeting held on 28 January 2015. Topics covered were:

- Clinical Services Review
- Progress of the Website
- Diary of Engagement

With regard to the Diary of Engagement it was agreed to circulate the pro forma to the full Panel for completion when they are representing the Panel at meetings.

Sub Group Updates

The Panel received Updates from representatives on the:

- Person Centred Sub Group
- Patient Safety Sub Group
- Patient Experience Sub Group

Discussion took place with regard to the support provided by the Panel on the work undertaken by the Leaflet Group. It was agreed to e-mail the General Managers with regard to raising the PPP's role and support available surrounding the review of leaflets.

With regard to the review of the PPP's Terms of Reference a review meeting had been held on 16 February 2015 and it was noted that Mrs Buckley is currently incorporating comments and re-writing the Terms of Reference which would be available at the next meeting for discussion.

Mrs Buckley circulated a pro forma requesting the PPP to complete. The aim of the pro forma is to collate information which will aid in designing a constructive approach for the PPP to move forward. Feedback from the comments will be shared with the Panel.

4 **UPDATE ON THE VALE OF LEVEN ENQUIRY REPORT**

The Panel welcomed Mrs Lesley Shepherd, Infection Control Manager to provide an update on the Vale of Leven Enquiry. It was agreed that a copy of the presentation would be circulated.

Mrs Shepherd sought support from the Panel for National Hygiene Day on 5 May 2015. It was agreed to support this event.

5 **DATE OF NEXT MEETING**

The next meeting will be held on Monday, 20 April 2015 at 9.30 am in Room 1 & 2, Learning Centre, Forth Valley Royal Hospital.