

Notes of PPP Steering Group Meeting held on Monday 17<sup>th</sup> July 2017



Name of Group:	<b>PPP Steering Group Meeting</b>	
Date of Meeting:	<b>Monday 17<sup>th</sup> July 2017 at 1000 hours in Room 1, Learning Centre, Forth Valley Royal Hospital</b>	
Present:	<b>Carol Allardyce, PPP Member</b> <b>Helena Buckley, Quality Manager</b> <b>Margo Biggs, PPP Member</b> <b>Eddie Kelly, PPP Member</b> <b>Helen Macguire, PPP Member</b> <b>Sheila McDuff, PPP Member</b> <b>John McGhee, PPP Member</b> <b>Mary Miller, PPP Member</b>	
Welcome and Introductions	H Buckley welcomed everyone to the meeting. The group discussed having a Chair and Co-Chair for this meeting. It was agreed to raise this with Ms Elaine McGranaghan, Head of Person Centred Care when she commences post on Monday 2 <sup>nd</sup> October 2017. H Buckley also said that she would also write a short statement to put in the PPP Newsletter regarding this. <b>Action – H Buckley</b>	
	<b>Key Points of Action</b>	<b>Action</b>
Apologies for Absence:	<b><i>Lee Campbell / Derek Blues / Pauline Marland / Christina McNeil</i></b>	
Note from PPP Steering Group Meeting held on 22/05/2017	The note from the PPP Steering Group Meeting held on Monday 22 <sup>nd</sup> May 2017 was agreed as an accurate record.	
Matters Arising and Actions	<ul style="list-style-type: none"> <li>• <b>Transport Actions</b></li> </ul> <p><b>Outstanding Action</b> – “L Fagan has contacted Mr Philip Hacking, Healthcare Chaplain and he has agreed to try to find out this information and would forward it to L Fagan once he had received it”</p>	

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	<p>Mr Hacking reported that he had heard back from 95% of the churches that he managed to make contact with He discovered that they only provided transport to and from hospital appointments for members of their congregations. There were volunteers who would help in various ways but there was no mechanism locally to get people to and from hospital appointments.</p> <p>H Macguire said that community transport was moving forward within the Clackmannanshire Community and they were currently looking at various ways to take this forward.</p> <p>J McGhee suggested setting-up a “Joint Transport Short Life Working Group”, working jointly with the PPF’s to look at the issues and take forward. It was agreed that this group would have to work closely with Mr Mark Craske, Travel Manager. This group would also revisit the new services which had been centralised within Falkirk Community Hospital and Stirling Community Hospital. The group would firstly have to establish what the principal issues and prioritise were for each local authority area. The findings could be presented to the Councils and Business Leads from the bus companies. J McGhee said that there were various different models on how to do this throughout England which involved volunteers, which they could possibly have a look at.</p> <p>The group suggested that the Joint Transport Short Life involved other agencies i.e. Driving Force, Order of St John’s etc. It was also suggested to pilot this looking at one area to begin with. It was suggested piloting in Ophthalmology.</p> <p>It was agreed that the first meeting of the Joint Transport Short Life Working Group” would be held on Monday 21<sup>st</sup> August 2017 from 1300-1500 hours with the PPP Members firstly to plan and discuss the role and remit of this group then PPF’s members would be invited to attend the next meeting.</p> <p>It was also agreed to keep Mr Craske informed of this group and the developments.</p>	<p><b>H Buckley</b></p> <p><b>H Buckley</b></p>
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<p><b>Communication and Media Group Update</b></p>	<p>J McGhee provided the group with the following update:</p> <ul style="list-style-type: none"> <li>• The second success story article just about ready for publishing. J McGhee was waiting on comments from Mrs Deirdre Anderson, Service Manager for the Medical Directorate. J McGhee agreed to follow this up.</li> <li>• Work has resumed on the PPP member's profiles with M Miller and H Buckley. Presently still waiting on a paragraph from 7 PPP Members. It was agreed that if there is not a profile sent in a default profile of "date joined" would be used. These would be sent to Mr David Anderson, Webmaster as soon as possible.</li> <li>• J McGhee was meeting with P Marland on 20/07/2017 to discuss producing a register which would hold a list of all volunteers. Feedback at next meeting.</li> </ul>	<p style="text-align: center;"><b>J McGhee</b></p> <p style="text-align: center;"><b>M Miller / H Buckley</b></p> <p style="text-align: center;"><b>J McGhee</b></p>
<p><b>PPP Participation Request Form Update</b></p>	<p>There had been one Participation Request Form received:</p> <ul style="list-style-type: none"> <li>• <b>PPP Leaflet Sub Group</b> – nominations had been received to join this group and these would be forwarded to S McDuff.</li> </ul>	<p style="text-align: center;"><b>L Fagan</b></p>
<p><b>Update on Diaries of Involvement</b></p>	<p>A copy of the Diary of Involvement from April-May 2017 was circulated to the group members.</p> <p>The group discussed the document and the following issues were highlighted:</p> <ul style="list-style-type: none"> <li>• A huge amount of work and time has been done on the Patient Experience Ward Surveys</li> <li>• 88 hours spent on PPP members attending various meetings</li> <li>• 18 hours spent on PPP members making up Bereavement Packs</li> </ul>	

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	<p>The group discussed developing themes to align this work to. It was agreed to continue to use the “Cabinet Portfolio” themes:</p> <ul style="list-style-type: none"> <li>• Safe Care</li> <li>• Unscheduled and Emergency Care</li> <li>• Scheduled Care and Chronic Pain</li> <li>• Integration of Health and Social Care</li> <li>• Efficiency and Productivity</li> <li>• Innovation</li> <li>• Valuing the Workforce</li> <li>• Facilities and Environment</li> <li>• Communication and Media</li> <li>• Health Inequalities and Prevention</li> <li>• Multiple and Chronic Conditions</li> <li>• Early Years</li> </ul> <p>H Buckley agreed to take this forward.</p> <p>H Buckley also said that she would follow-up with the PPP Members who have not shared what work, meetings etc they are undertaking.</p>	<p style="text-align: center;"><b>H Buckley</b></p> <p style="text-align: center;"><b>H Buckley</b></p>
<p><b>Full PPP Agenda Setting for Full PPP Meeting on 21/08/2017</b></p>	<p>The next Full PPP Meeting would be held on <b>Monday 21<sup>st</sup> August 2017</b>. The meeting agenda items would be:</p> <ul style="list-style-type: none"> <li>• <b>Prison Healthcare</b> - Fiona Gordon, Service Manager Prison Healthcare and Specialist Community Services</li> <li>• <b>e-Health Strategy Refresh</b> – Jonathan Proctor, IM&amp;T Director / eHealth Lead</li> <li>• <b>Update on PPP Newsletter</b></li> </ul> <p>Future agenda items:</p> <ul style="list-style-type: none"> <li>• <b>Patient Experience – Adult Mental Health – Gillian Morton / Anne Cook</b></li> </ul>	

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	<ul style="list-style-type: none"> <li>• <b>Patient Experience – Older People Services – Kathy O’Neill</b></li> </ul>	
<p><b>Any Other Competent Business</b></p>	<ul style="list-style-type: none"> <li>• NHS Forth Valley Annual Review would be held on Friday 22<sup>nd</sup> September 2017 at Forth Valley Royal Hospital. This would be a non-ministerial visit.</li> <li>• H Buckley in the process of writing a PPP Annual Report for 2016-2017. The headings for the Annual Report would be: <ul style="list-style-type: none"> <li>○ Forward by Full PPP Chair</li> <li>○ Work done my Morag McLaren</li> <li>○ Diary of Involvement</li> <li>○ Media and Communication</li> <li>○ PPP Leaflet Sub Group</li> <li>○ List of Presentations for the year (at the Full PPP Meeting)</li> <li>○ Acknowledgments for people who have left or passed away</li> </ul> <p>H Buckley would be asking for staff for quotes regarding any PPP involvement that have been involved with.</p> </li> <li>• The Investors in Volunteers Assessment had recently taken place and the final report was due to be published on Tuesday 27<sup>th</sup> July 2017.</li> <li>• H Buckley had nominated the PPP Members for a Staff Award. The group enquired if there was a member of the PPP on the judging panel. H Buckley agreed to follow this up with Mrs Morag McLaren.</li> </ul>	<p style="text-align: right;"><b>H Buckley</b></p>
<p><b>Date and Time of Next Meeting</b></p>	<p><b><i>Monday 18<sup>th</sup> September 2017 @ 1000 hours in Room 1, Learning Centre – (FVRH)</i></b></p>	