

Notes of PPP Steering Group Meeting held on Monday 22nd May 2017



Name of Group:	PPP Steering Group Meeting	
Date of Meeting:	Monday 22nd May 2017 at 1000 hours in Room 5, Learning Centre, Forth Valley Royal Hospital	
Present:	<p>Carol Allardyce, PPP Member Derek Blues, Local Officer, Scottish Health Council – (Chair) Helena Buckley, Quality Manager Lee Campbell, PPP Member Evelyn Crosbie, PPP Member Margo Biggs, PPP Member Helen Macguire, PPP Member Sheila McDuff, PPP Member John McGhee, PPP Member</p>	
Welcome and Introductions	D Blues welcomed everyone to the meeting and thanked the group for the opportunity to chair this meeting.	
	Key Points of Action	Action
Apologies for Absence:	<i>Eddie Kelly / Pauline Marland / Christina McNeil / Mary Miller</i>	
Note from PPP Steering Group Meeting held on 27/03/2017	The note from the PPP Steering Group Meeting held on Monday 27 th March 2017 was agreed as an accurate record.	
Matters Arising and Actions	<ul style="list-style-type: none"> • Transport Actions <p>Outstanding Action – “Mrs Maclure said that she would speak with the Spiritual Care Team and see if any the local churches are involved in patient Transport.”</p> <p>Update - 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>	L Fagan

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	<p>J McGhee spoke about the PPP Newsletter which is circulated monthly. J McGhee said that he had been discussing with T O'Byrne about moving the circulation of the PPP Newsletter to a 2 monthly cycle. The group discussed this and agreed that at the moment it would just remain at monthly. The group spoke about if the newsletter went to 2 monthly or quarterly, it would become too long and people would be less inclined to read it where as if it is short and snappy, people would read it. J McGhee said that T O'Byrne would wait and see what information is received each month and then decide if it would be circulated 1 or 2 monthly but members would be informed of any changes.</p> <p>An other potential success story would be the PPP member's involvement with the MMI student recruitment process at the University of Stirling. E Crosbie said that she withdrew from this process as she felt the some of the questions were not appropriate. D Blues asked E Crosbie to write up her concerns and these would be fed back to Dr Anne Taylor and the University of Stirling.</p> <p>It was also agreed to ask Dr Taylor to provide any feedback/evaluation she had received in relation to this process.</p>	<p>E Crosbie</p> <p>H Buckley</p>
<p>PPP Participation Request Form Update</p>	<p>There have been no Participation Request Forms received for a good few months. The group agreed that there was a need to raise awareness on the PPP and that they were available to attend meetings/conferences etc.</p> <p>It was agreed that a reminder e-mail would be sent to all department/areas with a copy of the Participation Request Form and a copy of the positive feedback received from the Simulation Centre.</p>	<p>D Blues</p>
<p>Update on Diaries of Involvement</p>	<p>H Macguire asked the group how useful they felt the Diary of Involvement was, did they still find it valid and purposeful.</p> <p>H Macguire reported that she had changed the dates of circulation of the Diary of Involvement to align with the financial year.</p>	

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	<p>The March 2017 Diary of Involvement had been circulated and the April 2017 just required to be slightly updated and then this would be circulated to all members.</p> <p>H Macguire said that the April 2017 Diary of Involvement highlighted that more patient experience feedback ward work had been completed in April 2017 by PPP members than members attending meetings. D Blues said that there was a real need to continue with collecting patient feedback as this was extremely important and valuable. S McDuff said that the PPP Leaflet Sub Group had recently commented on the revised TCAB Questionnaire but had not received any feedback from Mrs Pauline Marland. D Blues agreed to follow this up with P Marland.</p> <p>It was agreed to draw out the themes from the March 2017 Diary of Involvement and highlight them. D Blues said that he would be happy to be involved in this piece of work.</p>	<p style="text-align: center;">D Blues</p> <p style="text-align: center;">H Macguire / D Blues</p>
<p>“What Matters to You” Day</p>	<p>D Blues reported that the “What Matters to You” day would be held on Tuesday 6th June 2017. There would be work going on in all the wards/departments which was being taken forward by Mrs Rita Ciccu Moore, Associate Director of Nursing.</p>	
<p>Update on Recruitment for PPP Members to Undertake Patient Experience Work</p>	<p>D Blues said that the role description and advert for these new PPP Members was currently in draft form and this would be taken forward when K Maclure’s successor was in post.</p>	
<p>Full PPP Agenda Setting for Full PPP Meeting on 19/06/2017</p>	<p>The next Full PPP Meeting would be held on Monday 19th June 2017. The meeting agenda items would be:</p> <p>0930-0945 – Welcome and Introductions 0945-1020 – Mrs Sandra Campbell, Nurse Consultant for Cancer and Palliative Care – 1:1 Macmillan 1020-1045 – Updates from Infection Control and Serco 1045-1110 – Business Meeting 1110-1140 – Tea Break and walk over to Maggie’s Centre 1140-1200 – Tour of Maggie’s Centre</p>	

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<p>Any Other Competent Business</p>	<ul style="list-style-type: none"> • Ms Babs McCool, Charitable Arts and Wellbeing Co-ordinator would be remaining at NHS Forth Valley and continue to work on Arts and Wellbeing. • The group discussed two feedback stories that had been given by prisoners and it was agreed to invite Ms Fiona Gordon, Service Manager, Prison Services to a future Full PPP meeting to discuss Prison Healthcare. • PPP Member C McNeill has not being feeling too well and has been an inpatient at FVRH. H Buckley agreed to send out a card on behalf of the PPP Members. • It was agreed to invite Mr Jonathan Procter, e-Health Lead to a future Full PPP meeting to discuss the e-Health Strategy Refresh. • National Volunteer Week – 1st – 7th June 2017. There would be an event held in FVRH on Thursday 1st June 2017 from 1000-1400 hours. H Buckley asked if any members would be available to raise awareness of the PPP could they let her know. • NHS Forth Valley are currently reapplying for Investors in Volunteers. • Acknowledgments: <ul style="list-style-type: none"> ○ Mrs Meg De Amasi – now retired from the PPP ○ Mr John Boyle – now retired from the PPP 	<p style="text-align: center;">D Blues</p> <p style="text-align: center;">H Buckley</p> <p style="text-align: center;">D Blues</p> <p style="text-align: center;">PPP Members</p>
<p>Date and Time of Next Meeting</p>	<p><i>Monday 17th July 2017 @ 1000 hours in Room 1, Learning Centre – (FVRH)</i></p>	