

**NOTE OF MEETING OF : PATIENT PUBLIC PANEL STEERING GROUP
MONDAY 3RD AUGUST 2015 @ 1000 HOURS IN ROOM 8, LEARNING CENTRE – (FVRH)**

PRESENT:

Margo Biggs, Patient Public Panel Member
Helena Buckley, Quality Manager
Lee Campbell, Patient Public Panel Member
Karen Maclure, Person Centred and Patient Relations Manager
Helen MacGuire, Patient Public Panel Member
John McGhee, Patient Public Panel Member
Sheila McGhee, Patient Public Panel Member
Mary Miller, Patient Public Panel Member

APOLOGIES: Christina McNeil, Patient Public Panel Member

ITEM	KEY POINTS OF DISCUSSION	ACTION	LEAD	T/SCALE
<i>Catering Surveys</i>	Requirement to do Catering Surveys in the Community hospitals	Karen to contact Jessie-Anne Malcolm	KM	September 2015
<i>Communication & Media</i>	Move to box next door Work progressing. Next stage: populating with members profiles. Currently looking at Facebook page	JM to give a presentation at the next full PPP regarding facebook	JM	October 2015
<i>Wayfinding</i>	Providing information about groups etc, supporting patients and families Improving communication to the PPP perhaps a “news email” to keep everyone informed of what is happening	Communications/Media Group	JMc	December 2015
<i>Diaries of Involvement</i>	Agreed that this would continue An audit sheet (productive community services) was presented to the group as an example of a document that could be amended		HMac	October 2015

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		Post Diary of Involvement on the website	HB	September 2015
<i>Values Based Reflective Practice</i>	Await dates from the Spiritual Care Team & prepare a programme	Contact the Spiritual Care Team	KM	October 2015
<i>Thought's Audit Sheet</i>	<p>Group agreed that the principle was right</p> <p>Suggest amend for the PPP to use in FV Perhaps a trial with PPP/PPF</p> <p>Also suggested that it could be used by the chair</p> <p>Take to the full PPP in the future</p> <p>Change the format to an action plan as per the Patient Rights Steering Group</p>	Test an action plan & the audit sheet at the next steering group meeting	KM	November 2015