

Notes of PPP Steering Group Meeting held on Monday 16th November 2015



Name of Group:	PPP Steering Group Meeting	
Date of Meeting:	Monday 16th November 2015 at 1000 hours in Room 1, Learning Centre, Forth Valley Royal Hospital	
Present:	Helena Buckley, Quality Manager Lee Campbell, PPP Member Evelyn Crosbie, PPP Member Helen Macguire, PPP Member Karen Maclure, Person Centred and Patient Relations Manager – (Chair) John McGhee, PPP Member Christina McNeil, PPP Member Mary Miller, PPP Member	
Welcome and Introductions	K Maclure welcomed all to the meeting.	
	Key Points of Action	Action
Apologies for Absence:	<i>Carol Allardyce, Margo Biggs, Derek Blues, Eddie Kelly and Sheila McDuff</i>	
Minutes from PPP Steering Group Meeting held on 21/09/2015	If any group members had any changes to the PPP Steering Group minutes from 21/09/2015, could they forward them to L Fagan who would update and then re-circulate.	All PPP Steering Group Members / L Fagan
Website Update	PPP Profiles still not appearing on the PPP Web Site. L Fagan to check with D Anderson, Webmaster that he did receive them.	L Fagan
	Forward the PPP Full Panel Minutes to D Anderson to put on PPP Website from June 2015 onwards.	L Fagan
	Forward the PPP Steering Group Minutes to D Anderson to put on PPP Website from April 2015 onwards.	L Fagan

Notes of PPP Steering Group Meeting held on Monday 16th November 2015



	Contact D Anderson to ask that the PPP Diary of Involvement is called this on the Website and not Master Report.	J McGhee
	J McGhee and H Buckley to arrange a meeting with D Anderson to discuss any concerns/queries in relation to the PPP Website.	H Buckley / J McGhee
	This agenda item now to be called “ Communication and Media Group Update ” instead of Website Update.	L Fagan
Update on Diaries of Involvement	A copy of the Diaries of Involvement – September to October 2015 was circulated at the meeting and H Macguire agreed to do a final update on this document and then send it to L Fagan to be put on the PPP Website.	H Macguire / L Fagan
	H Macguire agreed to send an electronic copy of this document to J McGhee who was going to see if he could assist with the getting the number of hours to total.	H Macguire / J McGhee
	It was agreed that the Catering Surveys should be put on this document as it is PPP members who are carrying out this task.	H Macguire
Discussion on Volunteers E-mail Accounts	It was agreed that all PPP Members would have the opportunity to have an nhs.net account as these e-mail accounts are a more secure. J McGhee agreed to take this forward with IT to see how this could be done.	J McGhee
	This would be an agenda item at the Full PPP Meeting on 15/12/2015 to ask if all members would be happy about having an nhs.net account.	L Fagan
	H Buckley agreed to send J McGhee the contact for IT.	H Buckley
	NHS Mail training would be made available if PPP members required it.	H Buckley / L Fagan
	A list of “Pro’s” and “Con’s” would be drawn up for using NHS Mail for the Full PPP Meeting on 15/12/2015 to show to all members.	J McGhee / K Maclure

Notes of PPP Steering Group Meeting held on Monday 16th November 2015



Cabinet Portfolio and Way Forward	David Munro, Senior Planning Manager – (Managed Clinical Networks) would be attending next Full PPP Meeting on 15/12/2015 to discuss PPP Involvement with the Managed Clinical Networks.	H Buckley / H Macguire
	A full update on the Cabinet Portfolio's would be given at the Full PPP Meeting on 15/12/2015.	H Buckley
	Cabinet Portfolio to be a standing agenda item on the Full PPP and PPP Steering Group Meeting agendas.	L Fagan
Participation Request Forms	PPP Participation Requests to be put on the PPP Newsletter	J McGhee
	A flow-chart describing the process to be developed	K Maclure / L Fagan
	The list of all what groups PPP Members are involved in to be sent out to PPP Steering Group members	H Buckley
	Participation Request Forms to be a standing agenda item on the Full PPP and PPP Steering Group Meeting agendas.	L Fagan
	PPP Members who are currently not active to be given the choice to resign. H Buckley to contact these PPP members.	H Buckley
	The Recruitment Process would be discussed at the next meeting.	K Maclure
PPP Involvement with Discharge Lounge and PPP Assisting with Support for Relatives with patients who get moved ward late at night	H Buckley to contact Beverley Finch and ask if this would be part of the IHO work and confirm who would be leading on this.	H Buckley
	Discharge Lounge currently looking for volunteers through CVS who are managing this for NHS Forth Valley. H Buckley would send information on this to PPP members.	H Buckley
	J McGhee suggested having an nhs.net mail box which people can contact if they wish to contact the PPP to ask anything. J McGhee and 2 other members from the Communication and Media Task Group to take this idea forward.	J McGhee

Notes of PPP Steering Group Meeting held on Monday 16th November 2015



Full Panel Agenda Setting for Full PPP Meeting on 15/12/2015	Full Panel Agenda Items for meeting on 15/12/2015: <ul style="list-style-type: none"> • MCN Presentation / Discussion – David Munro • Value Based Practice – Philip Hacking • Communication and Media Task Group Update – John McGhee • Infection Control Update – Jonathan Horwood • PPP Participation Requests – Karen Maclure • Cabinet Portfolios Update – Helena Buckley • PPP e-mail accounts – Karen Maclure 	
	Evaluation Form to be given to all PPP members for them to complete regarding their year as a PPP member.	H Buckley
Any Other Competent Business	PPP Participation Request Form to be completed by H Buckley regarding PPP members joining the PPP Steering Group meeting.	H Buckley
	Volunteers Event – Wednesday 9 th December 2015 at Carronvale House, Larbert – 3 place available for PPP members to attend. PPP names to be “pulled out a hat”	K Maclure / H Buckley
	Symposium giving an update on Integration on Health and Social Care would be held at Napier University in Edinburgh from 1000-1500 hours. J McGhee is attending.	
	Contact Anne Cairney from HR regarding Disclosures / PVG’s and see of the PPP members should be getting these done.	H Buckley
	K Maclure to send M Miller an update on the Welcome Board.	K Maclure
Date and Time of Next Meeting	<i>Monday 18th January 2016 @ 1000 hours in Room 1, Learning Centre – (FVRH)</i>	