


Rossendale Patient Participation Group Network		
Date	Wednesday 3rd August 2016	
Time	1.30pm to 3.30pm	
Venue	Room 76, Rossendale Primary Health Care Centre	
Attending	Diane Owen (DO) Barbara Ashworth (BA) Ronnie Barker (RB) Carole Barker (CB) Jane Howell (JH) Dorothy Mitchell (DM) John Edwards (JE) Barry Payton (BP) Valarie Wishart (VH) Jeanette Scott (JS) Andy Laverty (AL)	Irwell Medical Practice - Chair Irwell Medical Practice Waterfoot Group of Doctors Waterfoot Group of Doctors Dr Mackenzie and Partners Dr Mackenzie and Partners Dr Mackenzie and Partners Rossendale Valley Medical Practice Rossendale Valley Medical Practice Whitworth Medical Practice East Lancashire Clinical Commissioning Group
Apologies	James Thomas (JL)	Whitworth Medical Practice

Agenda Item	Discussion
16.01	Welcome, Introductions and Apologies DO opened the meeting by welcoming all those attending and starting the process of introductions. Apologies are as those stated above.
16.02	Minutes of the last meeting and Matters Arising (27/05/2016) Due to the last meeting being specifically arranged to discuss the Rossendale New Model of Primary Care (NMOC) there were no minutes taken. It was confirmed that Diane Owen was appointed as the first Chair of the Rossendale PPG Network by the members present.
16.03	Terms of Reference After DO set the context of having an appropriate TOR and the connection with the CCG Patient Participation Board, RB led a discussion based on a circulated draft document and established:- <ul style="list-style-type: none"> • The Rossendale Patient Participation Group network • Appropriate ways of working with a major influence being the sharing of information • Clarify how each separate PPG would meet i.e. face to face or virtual and frequency of meetings • Appropriate membership and voting rights • GP representation is sought as and when required • Meeting on a quarterly basis and agree next four meeting dates • Chair to be elected every three years • Appoint a vice chair – BP was appointed • Rossendale Locality Manager acts as a link to the CCG and supports from an admin perspective • Availability and turnaround of agendas and minutes • Copies of minutes are sent up to the CCG Patient Participation Board <p>The amended TOR document is attached:-</p>  <p>Rossendale PPG Network TOR 2016.doc</p>

Agenda Item	Discussion
	<p>Finally RB mentioned that he has set up a Rossendale PPG Twitter Account. and explained the benefits of twitter and facebook accounts for keeping in touch. In addition he made reference to the REAL Rossendale Directory website www.realtd.co.uk. There is dedicated space on this website for PPG information.</p> <p>Whilst on this item JS mentioned that she had been appointed as a governor at Pennine Acute Trust and that if ever an issue concerning the trust came up then she would have to declare an interest. The group accepted this.</p>
16.04	<p>PPG Objectives for the next 12 months</p> <p>DO led a discussion that established the following five objectives:-</p> <ul style="list-style-type: none"> • Spread awareness of the Rossendale PPG network and what a PPG is plus why patients should consider joining one • Encourage all practices to have a PPG – At present 6 of the 9 Rossendale practices have a PPG • Cascading of information throughout the locality to both the Rossendale PPGs and general public at large. • Participate and encourage the completion of patient surveys both in the locality and East Lancashire with the aim that they help with the improvement of services • Spread awareness of self-care and patient support groups <p>BP mentioned that raising awareness within general practice was also important specifically the Practice Managers and Clinicians. RB suggested that getting the PM and GPs involved in their respective practice boards was a good way to get engagement. JS mentioned that some of the staff at her practice are also on the PPG and that seems to work well.</p>
<p>Action Points</p> <ul style="list-style-type: none"> • No items 	
16.05	<p>PPG Chairs update / information share</p> <p>DO asked each of the practice PPGs attending for an update:-</p> <p>JS (Whitworth MP) – Nothing specifically to report but answered a question with regard to not sharing minutes wider than the PPG members.</p> <p>RB (Waterfoot) – Along with some other practices are now sharing their agendas and minutes on the REAL Directory.</p> <p>JH (Mackenzie & Ptns) – Having their AGM next week</p> <p>BP (Rossendale Valley) – Looking at ways to get more patients interested in their PPG</p> <p>BA (Irwell MP) – Had AGM at beginning of May and are seeing if a change of meeting start time will improve attendance</p>
<p>Action Points</p> <ul style="list-style-type: none"> • No items 	
16.06	<p>Health and Wellbeing Partnership Update</p> <p>BA updated the group in terms of membership which is a partnership of organisations providing Health and Wellbeing in the locality. BA is the chair as health is in her portfolio. RBC provide admin support through a transforming lives officer. Agenda and minutes will in future be loaded onto the REAL Directory. The group have priority areas that are mainly CCG related (INT and NMOC) and Public Health (Alcohol, Smoking, Substance Misuse, Mental Health and Obesity).</p>
16.07	<p>Patient Partnership Board Update</p> <p>Rossendale have two voices on this group – DO as Chair of this group and RB as the patient representative on the Rossendale Locality Steering Group. BP asked if a structure chart was available. AL to investigate and circulate together with the TOR for the Patient Partnership Board. BA described the structure of the Health and Wellbeing Boards from locality to pan Lancashire level.</p> <p>Latest meeting items discussed were INT locality updates, Pennine Lancashire Transformation programmes</p> <p>Whilst on this item RB made a general point that he would like all minutes circulating as soon as possible even if they are titled as draft and subject to amendment.</p>
<p>Action Points</p>	

Agenda Item	Discussion
	<ul style="list-style-type: none"> AL to obtain a structure chart showing the link of this group to the CCG Partnership Board and parity with the similar PPG networks in other localities.
16.08	<p>CCG Update</p> <p>AL reported on three specific CCG issues.</p> <p>Firstly the Rossendale NMOC, stating that the public consultation had now come to an end and that an interim report produced, which was tabled. A full report will be available in September and AL suggested that there is a meeting as a locality involving PPG members and GP Practice representatives. A prospective date for this being 5th October was identified. AL agreed to check availability of all.</p> <p>Secondly, AL tabled the latest CCG Corporate brief highlights which include the CCG being assessed as outstanding and locality venues for future CCG Governing Body meetings.</p> <p>Finally, the CCG have re-printed a guide to the services available at the Health Centre in Rawtenstall. Of significance several of the telephone numbers have changed which prompted the re-print. AL agreed to make copies available to each of the PPG leads to give to patients.</p>
	<p>Action Points</p> <ul style="list-style-type: none"> AL to confirm this date and availability – NMOC service scoping AL to obtain copies of the Health Centre booklet for PPGs
16.11	<p>Any Other Business</p> <ul style="list-style-type: none"> Asylum Seekers Now starting to be allocated in Rossendale. Specific properties identified Usefulness of these meetings All agreed that these meetings are useful PPG newsletter The group asked why the summer edition had not been circulated yet
	<p>Action Points</p> <ul style="list-style-type: none"> AL agreed to chase the Comms team with regard to the newsletter
<p><i>Date of next meetings (all with 1.30pm start times and ideally at the Health Centre in Rawtenstall)</i></p> <p><i>Scoping Rossendale NMOC</i> <i>Wednesday 5th October 2016 – Room 76 Rossendale Primary Health Care Centre (Rawtenstall)</i></p> <p><i>Regular Meetings (Generally the first Wednesday of chosen month in quarter)</i> <i>Venue to be Confirmed</i> <i>Wednesday 2 November 2016 – Room 76 Rossendale Primary Health Care Centre (Rawtenstall)</i> <i>Wednesday 1 February 2017 – Room 76 Rossendale Primary Health Care Centre (Rawtenstall)</i> <i>Wednesday 3 May 2017 – Room 76 Rossendale Primary Health Care Centre (Rawtenstall)</i></p>	