

Citywide PPG Event Working Group

Meeting 7 - Notes

Project summary

The NHS Clinical Commissioning Groups (CCGs) in Leeds are currently working on a project called 'One Voice'. The work involved in this project is aiming to bring the teams across the three NHS CCGs (West, South & East and North) together in order to create more joined up working, reduce duplication and work more effectively together.

This means that all current projects and work streams that take place across the city, but perhaps on a more local basis (i.e. within the three CCG areas), may need to be realigned to 'citywide' working. The teams involved on various projects will be working on a citywide basis, rather than just with the original area they may have been employed with.

One of the areas that maybe affected in some ways is that of the patient participation groups (PPGs). PPGs throughout the city work slightly differently based on the input they have had from their individual primary care and communications and engagement teams from their local CCGs. As these teams come together there will be a need to bring the support mechanisms and some of the ways of working into a citywide approach, as opposed to the more localised way of working.

We have learned from various peer support sessions and patient champion training sessions that run throughout the city that there are various inconsistencies in the ways in which PPGs work, run and support their practice. Some are very positive and active in their work and have good working relationships with their practices and the staff; others have been reported to feel tokenistic or are not as productive as they could be.

We think that it is important to celebrate the positive work that PPGs are doing and the impact they have, as well as looking at ways in which we, as both CCGs and PPGs, can work together to help support all the PPGs across the city. This will ensure there are some levels of consistency, whilst ensuring that PPGs can work in the way best suited to each individual practice. With this in mind we are looking to conduct a citywide PPG event to help look at these areas of discussion.

It is important that this event be as co-produced as possible with the help of patient champions, PPG members and members of staff. To that end we will be hosting working groups to work on putting together this event to ensure it looks at the important issues and that we are considering all aspects to ensure the event is a success.

Meeting summary

The sixth meeting took place on **Wednesday 4th October** between 9am – 11am at NHS Leeds West CCG (Wira House, LS16 6BE).

The meeting was attended by **four** patients and was facilitated by Adam Stewart, Engagement Officer for the NHS Leeds CCG Partnership.



Member	Initials	GP Practice	Role	Present?
Kevin Bray	KB	Highfield Surgery	PPG member	Apologies
John Curtin	JC	Spa Surgery		✓
Richard Davis	RD	-	-	Apologies
Phill Dyson	PD	West Leeds Medical Practice	PPG member	✓
Helen Gray	HG	Meanwood Group Practice	PPG member	Apologies
Gloria Hartley	GH		Locality Support Manager, LCCGP	Apologies
Anne Heeson	AH	New Cross Surgery	PPG member	Apologies
Beverley Kite	BK	North Leeds Medical Practice	PPG member	✓
Lisa Kundi	LK		Locality Manager, LCGGP	Apologies
Kath Newton	KN	The Gables	PPG member, PAG member	Apologies
Suzie Shepherd	SS	Manor Park	PPG member	Apologies
Adam Stewart	AS		Engagement Officer, LCCGP, Meeting facilitator	✓
Christine Thomas	CT	Oakwood Surgery	PPG member	Apologies
Savi Tyndale-Biscoe	STB	St. Martin's Practice	PPG member	Apologies
Sue Watson	SW	Oakwood Lane Medical Practice	PPG member	Apologies
Helen Wilkinson	HW		Primary Care	Apologies
Roy Wilson	RW	Gibson Lane	PPG member	✓
Janet Zaddisa	JZ	St. Martin's Practice	Health Champion	Apologies
Guests				

Agenda – 25.09.17

1. Welcome and Introductions
2. Recap previous meeting
3. Actions update
4. Venue - update
5. Advertising the event
6. Attendees
7. Content development
 - a. Guideline review
 - b. PPG Steering Group - sales pitch
8. Actions
9. Any other business
10. Date of next meeting



Actions Update

As discussed at the previous meeting, the group decided it would be important to know some of the 'statistics' around PPGs, such as:

- How many active PPGs are there?
- How many PPG members are there?
- When were the last PPG meetings held and how many attended?

AS fed back that Anna Walters (AW), the admin support for the communications and engagement team, is currently pulling that information together and we will hopefully have an idea of what the current "picture" is around PPGs across the city in time for the event.

Project group members have been working to promote the event and have been in touch with various parties and peoples to see if they would be interested in the event.

Venue - particulars

AS fed back to the group that there had been an issue with the 'Executive Suite' that was originally booked and the room was being turned into offices. Elland Road has kindly upgraded the room to the Norman Hunter suite, which is a nicer room and a more purpose built space. It isn't as wide as the original room that had been booked and therefore concerns regarding screens and people struggling to see are no longer such an issue.

Flyer

AS fed back the different ways in which people have been informed about the event and the plans to roll out to other potential interested parties. These contacts are being logged in a spreadsheet to collect information on which methods have been effective in garnering interest and attendees for the event.

Attendees

AS informed the project group that around **130** people had signed up to the event since registration began. This includes **20** stall holders.

It was discussed that project group members need to indicate whether they are attending themselves, as the numbers are needed for space/food purposes.

The group were informed that practice staff had been contacted by **HW** and **GH** and had encouraged them to sign up to the event.

Content development

The near complete version of the agenda can be seen at the end of the minutes.

Guidelines: Following on from the previous meeting where guidelines were mind mapped, the group addressed a first draft of PPG guidelines. Comments and additions/deletions will be made and brought to the next meeting for sign off for the event.



Memorandum of Understanding (MOU) and Terms of Reference

(TOR): The group also reviewed first drafts of the aforementioned documents to bring to the PPG event on the 20th to help inform attendees about the idea for a Leeds PPG Network.

Actions:

BK will contact the National Association for Patient Participation about having them involved in part of the discussion and having them attend the event. She will also speak with her practice about presenting on the 'Caring Hands' project. She fed back that she is still waiting on a response from NAPP who have said they are hoping to attend the event.

Next meeting:

The next meeting of the project group is scheduled for **Friday 13th October** at WIRA House (LS16 6BE) between **11:30am – 2:30pm**.

