

Patient Champion Peer Support Group

Tuesday 18 April 2017 9:30am – 11:30am

NHS Leeds North CCG, Leafield House, 107-109 King Lane, Leeds, LS17 5BP

Notes of Meeting

Membership	Initials	CCG	Role	Present	Apologies
Pat Newdall	PN	North	Breast Diagnostic, Gynaecology, PAG (N)		
Steven Elsmere	SE	West	Community beds project, PPG, ACE		
Trish Mckinney	TM	West	PEP, Child obesity, Care Homes, PAG, PRG		
Sue Watson	SW	North	Chronic pain project, LIP, M.Research Unit	✓	
Paul Hazelgrave	PH	South & East	Chronic pain project		
Lynda Burt	LB	West	PAG (West), PRG, Breast Diagnostic		
Alison Potts	AP	South & East	Discharge to assess project		
Tony Sykes	TS	West	Comm beds, COPD, PPG (Rawdon)		
Lesley Sterling-Baxter	LSB	North	Healthwatch		
Moneer Sharif	MS	West	Healthwatch, PPG - Armley		
Sally Morgan	SM	West	Healthwatch, PAG (West)		
Pat Nelthorpe	PNT	West	Gynaecology		
Robert Turner	RT	West	PAG (West), PRG		
Linda Birch	LBir	West	none		
Margaret Wilkinson	MW	North	PAG (North)		
Leanne Winfield	LW	West	LYPFT, PPG, co-production training	✓	
Brian Kemp	BK	North	PRG – Rutland Lodge		
Kevin Bray	KB	West	PRG, PAG (West)		
Simon Copland	SC	West	PRG		
Anne Suttle-Burton	ASB	West	PRG		
Barbara Naylor	BN	West	PPG - Rawdon		
Freda Irvine	FI	West	PPG - Rawdon		
Barrie Dyer	BD	North	PPG - Church View	✓	
Danny Benn	DB	West	PPG – Ireland Wood, LCH		
Ronnie Hinscliffe	RH	West	PPG – Abbey Grange		
Savi Tynedale-Biscoe	STB	North	PAG and PPG – Leeds North		
Beverley Kite	BVK	North	PPG - North Leeds MP	✓	
Andrew Stenson	AS	West	PPG, primary care		
Diana Al-Saadi	DAS	West	?		
Sylvia Landells	SL	West	?		
Angela Yeoman	AY	West	PPG - Priory View		
Angela Amos	AA	West	PPG		
Jagpal Kewal	JK	West	PPG - Armley		
Ann Salama	AS	North	PPG - Chandos		
Phill Dyson	PD	West	PPG - Calverley		
Ed Walley	EW	South & East	PAG		
Eric Marshall	EM	South & East	PPG – Leeds city medical practice	✓	
Roy Wilson	RW	South & East	PPG (Gibson Lane)		
Emma Stewart	ES	South & East	PAG		
Sudha Ahulwalia	SA	West	PPG, PAG	✓	
Elizabeth Cockayne	WC	West	PPG (Leigh View)		
Andy Henwood	AH	N.Yorks	Haemodialysis patient leader		
Paul Frazer	PF	?	SUN, LIP, LYPFT		✓
Paul Munn	PM	?	LYPFT, Diabetes UK		
Edward Walley	EW	South & East	PAG (LSECCG)		
Chukwudum nkemdilim	CN	?	PPG, Men's Health		
Jeff Miles	JM	?	LTHT		
Angelrose OD	AOD	?	Community Matters volunteer	✓	
Norah Gibson	NG	?			
Wilfred Woodhouse	WW	?			
Phil Gleeson	PG	?	LIP	✓	
Chris Bridle (facilit)	CB	West	NHS Leeds West CCG Engagement Lead	✓	
Guests					

CB outlined the ground of the meeting.

The group discussed the following topics:

Topic	Discussion
<p>1. The role of the peer support group</p>	<p>CB facilitated a session to explore the role of the group. The group suggested that the peer support session were:</p> <ul style="list-style-type: none"> • Opportunity to share best practice with other patient champions from the CCG, PPG and other patient groups in the city • Opportunity to improve communication with the CCG • Opportunity to raise concerns about engagement in the city (a lack of information about forward commissioning planning was given as an example) • A place to learn and grow • An informal space • A place to share opportunities to get involved such as grant schemes • A place to share tools and resources • A place to grow peoples' confidence to engage with the wider public (participatory appraisal) <p>The group also discussed the following questions:</p> <p>1. <i>How do we support patient champions to share outside of the peer support group? Discussed slack and alternatives such as chat rooms</i></p> <p>We acknowledged that not everyone who wants to get involved can attend meetings in person. We discussed alternatives such as SLACK and online forums. We agreed that it might be useful to meet as a city to discuss the best way to approach this. ACTION: This is an un-actioned item from Jan 2017. CB to discuss this with the citywide engagement team and primary care leads.</p> <p>2. <i>Should staff attend meetings? It is a good opportunity for staff to understand the issues faced by patient champions but we don't want to stifle debate and discussion.</i></p> <p>Discussed this and agreed that the peer support group should primarily stay as a protected space for patients. External speakers may be invited in for specific agenda items.</p> <p>3. <i>How can we facilitate learning between PPGs, especially those working in federations?</i></p> <p>We talked about how we can encourage PPGs to network and share good practice. We will continue to invite all PPG members to training and peer support and agreed to consider the use of virtual options (see 1)</p> <p>4. <i>How do we know who as a PPG and who doesn't?</i></p> <p>Although GP practices are contracted to run a PPG there remains a lot of variation in the quality of PPGs across the city. It is the responsibility of the Primary Care Teams to monitor this activity. In the next few weeks the citywide engagement team will meet to develop a citywide engagement strategy for the city, this will include a plan to support all GP practices with developing and running a meaningful PPG. ACTION: CB to discuss the concerns at the citywide engagement meeting.</p>
<p>2. PPG awareness week</p>	<p>PPG awareness week runs between 19 – 24 June 2017. The group discussed how we could use the week to promote PPGs in Leeds. A number of ideas were generated:</p> <ul style="list-style-type: none"> • Contact the local paper to write a short article about the PPG • Ask GP practices to text patients during the week to inform them about the PPG • Hold a health and wellbeing event at the practice during the week.

	<ul style="list-style-type: none"> • Add something to the PPG notice board • Have PPG members in the waiting area during the week to promote the event. • Ask to attend the practice meeting to talk about the PPG • Use the TV screens in practices to promote the PPG and the work it does. • Ask each clinician to promote the PPG with patients during the week. • Carry out a patient survey during the week. We discussed information governance issues around this. • Target ‘seldom-heard’ groups with information about the PPG during the week • Add the event to the agenda for the next PPG meeting to discuss activities. • Promote the PPG in local shops/community areas <p>ACTION: CB to work with PPGs to develop a PPG leaflet that groups can use to promote their group.</p> <p>ACTION: Citywide engagement team to promote the week with practices and using social media.</p> <p>ACTION: CB to share activities with VAL on their ‘Doing Good Leeds’ website.</p>
AOB	<p>Action log The group discussed the action log and agreed that old actions should be archived. ACTION: CB to archive old actions and add these to the website.</p> <p>Funding PPG activities The group asked whose responsibility it is to fund PPG activity and events. CB explained that it is the responsibility of the GP practice to fund any activity at their PPG but there is no obligation for them to do this. There are some good examples in Leeds of practices and PPGs working together to deliver patient activities. http://www.leighviewmedical.co.uk/pages/Patient-Involvement</p> <p>It was pointed out that local social prescribing initiative can also support PPG activities to support self care.</p> <p>Health and wellbeing fair SW informed the group that her GP practice are holding a health and wellbeing fair at Oakwood Lane MP on the 3 May between 10:30am and 3:30pm</p> <p>Scan4safety One group member introduced people to the ‘Scan4safety’ initiative.</p> <p>The £12 million Department of Health ‘Scan4Safety’ project that was launched in 2016 is enabling staff to quickly and easily track each patient through their hospital journey. In six pilots across the country, from the uniquely barcoded wristbands patients receive when they enter hospital, to the barcodes used to record their medication and the equipment used in their treatment, each code can be scanned to show exactly which member of staff administered each treatment at what time and where. http://www.scan4safety.nhs.uk/</p> <p>OK to ask The group were introduced to ‘OK to ask’ project</p> <p>Every year, more than half a million people across the UK help improve health care and develop life saving treatments by taking part in health and social care research. In 2015/16 alone, 2919 people were involved in LMBRU studies. We will be celebrating clinical research and the contribution of the public to our research at the I Am Research event, as part of International Clinical Trials Day on 19 May 2017 -- 10:00 am - 3:00 pm. http://lmb.ru.leeds.ac.uk/event/save-date-2017-ok-ask-friday-19th-may/</p>

Date and time of next meeting

From January 2017 the group will meet every 4 weeks. Following feedback from the group the meetings will be held on different days and some sessions will be held in the evening. This will help make the meeting more accessible to people who have commitments during the day. The full list of dates will be included in the 2017 patient training calendar: <https://www.leedswestccg.nhs.uk/get-involved/how/patient-champion/patient-champion-training/>

The next meeting will be on:

Monday 22 May 2017 between 12:30pm and 2:30pm

At: NHS Leeds West Clinical Commissioning Group, Suites B5-B9, Wira House, Wira Business Park, Leeds, LS16 6EB

Please contact adam.stewart1@nhs.net if you would like to attend.

Directions: <https://www.leedswestccg.nhs.uk/content/uploads/2016/09/Map-with-directions-to-WIRA-House.pdf>

Parking: Please note Wira Business Park has a limited number of visitor parking spaces during office hours. Spaces are on a first come first served basis but there is on-street parking available in nearby streets.

Action log

Green – completed (see archive)

Amber – ongoing

Red - outstanding

Date	You said	We did
2015.03.09	We would like to see what the patient leader webpage will look like?	Patient leaders are involved in developing the webpage
2015.10.12	Can we have a guide for patient leaders?	In development
2015.10.12	We are concerned that engagement and involvement is not included in the evaluation of the care homes work	This was highlighted in the meeting.
2016.02.25	CB to develop a draft volunteering policy and share with patient leaders	Discussions are taking place to develop a citywide volunteering policy and accompanying principles
2016.02.25	CB to chase up progress on the SPA project and report back to patient leaders	
2016.09.21	If you want us to be involved in recruiting staff we need access to training	CB has contacted eMBED who deliver the recruitment training to see if spaces can be made available to patient champions involved in the recruitment process.
2016.12.12	How the CCGs in Leeds promoting the use of community pharmacies for medication reviews?	
2016.12.12	Can we have an update on the early dementia project?	
2017.01.23	We want to know more about the STP (Sustainability and Transformation Plan)	CB to brief the group on the STP and facilitate discussion at a future meeting
2017.01.23	An online forum for patient champions, PPGs and PAG members might be a useful place for people to share and learn	CB to explore the possibility of setting up an online forum, including IG issues
2017.03.20	We would like assurance that local people are being involved in wider changes that are happening in the NHS at the moment so that they can influence the plans	CB to ask Stuart Barnes for a statement
2017.04.18	We'd like to know what the city wide approach is for supporting PPGs	
2017.04.18	We would like a citywide leaflet that we can use to promote our PPG	
2017.04.18	We would like the CCGs to promote PPG awareness week through their networks (including 'Doing Good Leeds')	
2017.04.18	We would like old 'actioned' items on the action log to be archived	