

**Minutes
People's Council
22 September 2015 14.30pm-15:30pm
Arnold Methodist Church, Arnold**

Present:

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| Stephen Storr (SS) (Chair) | Patient & Public Representative NNE Governing Body |
| Mariea Kennedy (MK) | NNE PALS & Patient Experience Team |
| Kathryn Sanderson (KS) | Torkard PPG |
| Mervyn Ritchie (MR) | Trentside PPG |
| Jeff Burgoyne (JB) | Calverton PPG |
| Terry Lock (TL) | Park House PPG |
| Francis Henman (FH) | Westdale Lane PPG |
| Janet Kenwood (JK) | Ivy Medical Practice PPG |
| Roz Dixon (RD) | Plains View PPG |
| Jennifer Johns (JJ) | Peacock PPG |
| Lorraine Robinson (LB) | Plains View PPG |
| Maureen Cook | Trentside PPG |
| Bruce Cameron (BC) | Independent Patient Rep |
| Phil Barlow (PB) | Westdale Lane PPG |
| Steve Johns (SJ) | Peacock PPG |
| Jean Cannon (JC) | Newthorpe PPG |
| Ann Collis (AC) | Unity PPG |
| Geoff Barker (GB) | Newthorpe Medical Centre, Giltbrook |

In Attendance:

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| Sam Walters (SW) | NNE Chief Officer |
| Hazel Buchanan (HB) | NNE Director of Operations |
| Samantha Marlow (SM) | PA to Operations (<i>minutes</i>) |
| Emma Whatson | Transformation Engagement Manager |
| Shelley Gibson | Primary Care Pharmacist |
| Stuart Newman | Director of Commissioning |
| Sharon Pickett | Deputy Chief Officer (<i>for item PC 15-107</i>) |
| Michael Ellis | Stakeholder Engagement Manager |

Apologies:

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| Mike Wilkins (MW) | Lay Member, NNE Governing Body |
| Chris Foster | Highcroft PPG |
| Arthur Pask (AR) | Ivy Medical Practice PPG |
| Doreen Williams (DW) | Healthwatch Representative (Whyburn PPG) |
| Les Williams (LW) | Whyburn PPG |
| Dr Paul Oliver (PO) | NNE Clinical Lead/Chair |
| David Comerie (DC) | Trentside PPG |
| Clive Duckworth (CD) | Stenhouse Medical Centre PP |
| Pauline Clarke (PC) | Trentside PPG |
| Denise Ward | Daybrook PPG |

| Item | | Action |
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| PC 15/102 | <p>Welcome and Apologies</p> <p>Stephen Storr (SS) welcomed all and apologies were recorded as above.</p> | |
| PC 15/103 | <p>Declarations of Interest</p> <p>There were no conflicts of interest declared relevant to the agenda.</p> | |
| PC 15/104 | <p>Minutes of the Previous Meeting held on 23 June 2015</p> <p>The following amendments were noted:</p> <p>Page 5 – Sam Marlow (SM) to add ‘brief’ to presentation delivered by Emma Pearson.</p> <p>Page 6 – SM to change the wording to read ‘<i>The group agreed that further discussion is needed around the South Nottinghamshire Transformation Partnership Update and agreed that 90% of October’s meeting will be dedicated to the agenda item</i>’</p> | <p>SM</p> <p>SM</p> |
| PC 15/105 | <p>Matters Arising and Outstanding Actions from Previous Meeting</p> <p>The action log was acknowledged and the outstanding actions updated.</p> <p>15/076 – Phlebotomy went to Governing Body on the 15 September. GPs were removed from the discussion in the Governing Body due to conflicts of interest. Consideration is being given to ensure equity of service across practices alongside funding available. JB raised the question around costings to send health workers on a phlebotomy course. Hazel agreed to investigate costs There are issues with paying for health workers to undertake the training as this would mean CCGs will be paying twice; for the training and the delivery – Action</p> <p>15/074- Shared Decision Making – Michael Ellis informed the group that the SDM training event for GPs is taking place on the 7 October, 1.30pm-4.30pm at the Richard Herrod Centre. PPG leads to inform Sam Marlow of People’s Council rep to attend the training- Action.</p> <p>15/077- South Nottinghamshire Transformation Update – Due to annual leave commitments the item cannot come to the Octobers meeting as originally planned. The group agreed to defer to November’s meeting and to ensure that Rebecca Larder, Transformation rep is invited - Action The item will take up 90% of the meeting so it was agreed that the meeting would be extended to 4.15pm to accommodate regular items - Action</p> <p>15/075- Community Pharmacists – PPG leads to direct any issues they have in regards to filling prescriptions, in particular repeat prescriptions, to Sam Marlow who will send to the Medicines Management team – Action. Recognised that we need to change behaviours and challenge pharmacists but needs to go through the correct channels - NHS England hold the contract with community pharmacists so this will need following up with them- Action</p> | <p>HB</p> <p>PPG leads</p> <p>SM</p> <p>SM</p> <p>SM</p> <p>Hazel</p> |
| PC 15/106 | <p>Partners in Health Working Group</p> | |

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| | <p>Kathryn Sanderson updated the group of the outcomes from Partners in Health Working Group which took place on the 25 August.</p> <p>1. Working with PPGs What is working well What makes a good PPG Feedback from Practice Managers, patients, GPs</p> <p>2. Examine and review links between PPGs and the CCG What works well What can be improved What happens locally</p> <p>3. Training and Support What training and support needs do PPGs have? Provide information for GPs and Practice Managers about working with PPGs If we have a new PPG what can we provide to support them.</p> <p>It was noted at the meeting that PPGs are volunteers and should not be overly bombarded by policies and structures etc. The aim is to get a balance with helping people to gain an understanding of what a PPG is for and about and how it fits in with the GP Practice, People's Council and CCG.</p> | |
| PC 15/107 | <p>Primary Care Strategy</p> <p>Sharon Pickett (SP) circulated a draft paper on the Primary Care Strategy for consideration by members on the People's Council. The paper is due to go to Governing Body in November and SP asked that PPG leads discuss with their PPG and provide feedback in the October People's Council. PPG leads to feedback comments on the paper to Sam Marlow - Action</p> | PPG Leads |
| PC 15/108 | <p>Lay Member PPI Recruitment</p> <p>Hazel Buchanan (HB) informed the group that the Lay Member expression of interest application went out for advertisement. The post will be for 2 days per month and will be on a 3 year term contract. Any questions regarding the post to direct through Hazel Buchanan.</p> <p>Applicants will be interviewed on the 14 October by two panels one of which will be People's Council representatives.</p> | |
| PC 15/109 | <p>Any other business</p> <p>Access to records - JK referred to an article in the newspaper regarding high street pharmacies having access to patient's confidential medical records. HB clarified that no confidential information is being shared. NHS England are promoting a Digital Road Map and online access and the article may be providing a view on this. The article will be sent to the team for their information- Action</p> <p>Discussion took place in regards to sub-contracting and ensuring that standards are maintained. Stewart Newman confirmed the CCG holds the contract to maintain standards but the contractor can sub-contract out with permissions from the CCG. The same terms and conditions apply to the sub-contractors.</p> | |

Details of the next meeting

Tuesday 27 October, 1.30pm, Reception Room, Civic Centre, Arnold

| Acronyms | |
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| Clinical Commissioning Group | CCG |
| Medical Interoperability Gateway | MIG |
| Nottingham North & East | NNE |
| Patient Participation Groups | PPGs |
| Patient Transport Service | PTS |
| Primary Care Commissioning Committee | PCCC |
| Service Improvement Group | SIG |
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