

PPI Group Meeting	
Monday 19 th January 2015 at 9:30 am	
Teleconference	
Draft Notes	
1.	<p>Apologies: Sarah Finnigan – SANDS Samantha Davis, Nurse Manager – Telford NNU Julia Dando, Health Visitor – Staffordshire Moorlands</p>
	<p>Present: Kate Branchett, Patient and Public Involvement Lead, SCN Alia Hussain, West Midlands Volunteers Co-ordinator, BLISS Sarah Carnwell, Administrator – SSBCNMN Rose Ciavucco, Helping Hands Co-ordinator, UHNM</p>
2.	<p>Minutes of the 8 December 2014 Agreed</p>
3.	<p>Matters Arising; <u>Health Visitor Training</u> This is now being taken forward by Lynsey Clarke as part of the Education and Workforce Group remit. <u>Telford Helping Hands Support Group Update</u> SC to arrange a meeting.</p>
4.	<p>Picker Survey Volunteers Update Unfortunately Wolverhampton and Walsall have not participated in the Picker Survey this time, however we will use local/Network surveys in order to provide suggestions for improvements. Sarah Finnigan has identified volunteers that would provide feedback for Dudley therefore the only unit outstanding is Telford. SC to contact Sam Davis to see if she is able to identify a parent that could provide feedback. AH will advertise on facebook.</p> <p>SC to arrange a meeting at the end of March with herself, JE and RM to review the results and put into a meaningful report for each unit/volunteer to use. SC to arrange a face to face PPI Group and volunteers meeting at the beginning of April to look at the results prior to meeting with the units.</p>
5.	<p>Neonatal Guidelines User Involvement Update The Guidelines process has now gone to NICE for accreditation, however in order fulfil the requirements all 126 guidelines need to be reviewed by service users. KB suggested getting as many people involved as possible and that this was possibly more easily done face to face, however important that views are collated systematically and reviewed by the Neonatal Guidelines Group in order that users feel contribution is valued. SC to take Guidelines to Helping Hands Group meetings and also to arrange separate meetings in addition in order that all 126 guidelines are reviewed. SC to also e-mail guidelines to Helping Hands Co-ordinators for them to obtain feedback. KB suggested getting Health Visitors involved in obtaining feedback.</p>
7.	<p>Any Other Business <u>BLISS Volunteers</u> AH informed the Group that Amber Evans was leaving UHNM, however RC said that Lynsey Freeman would be taking over from Amber. AH has recruited three additional volunteers and two more have expressed an interest.</p>
9.	<p>Date and Time of Next Meeting SC will arrange the next meeting at the end of March, once the results of the Picker Survey are available.</p>