

PPI Group Meeting	
Monday 8 th December 2014 at 9:30 am	
Teleconference	
Draft Notes	
1.	<p>Apologies: Sarah Finnigan – SANDS Lynsey Clarke, Practice Educator – SSBCNMN Samantha Davis, Nurse Manager – Telford NNU</p>
	<p>Present: Kate Branchett, Patient and Public Involvement Lead, SCN Alia Hussain, West Midlands Volunteers Co-ordinator, BLISS Julie Ebrey, Parent Representative Julia Dando, Health Visitor – Staffordshire Moorlands Sarah Carnwell, Administrator – SSBCNMN</p>
2.	<p>Minutes of the 10 November 2014 Agreed</p>
3.	<p>Matters Arising; <u>Health Visitor Training</u> JD explained to the Group what the training involved. 90 HV have been trained in the North Staffordshire area. AH said that SWMNMN are also interested in taking part in the HV training. KB has agreed to assist JD in evaluating the current programme. SC to introduce KB and JD via e-mail in order for them to work together on this. AH to suggest to Cheryl that she get in touch with Lynsey Clarke in order that it can be taken forward in both Networks.</p>
4.	<p>Telford Helping Hands Support Group SC updated the Group on behalf of Sam Davies that she had agreement from her Outreach and HV Liaison Sister to meet with Rose. SC to arrange meeting in the New Year.</p>
5.	<p>Picker Survey Volunteers Update There are two volunteers for UHNS, one identified by Rose and Sarah Finnigan at SANDS. AH has a volunteer for New Cross. SC to e-mail Unit Manager and Helping Hands Co-ordinators at Walsall, Dudley and Telford to ask if they could identify a volunteer for their unit. JE felt that the results needed to be shared with the parent volunteers in a meaningful way that could be easily understood, rather than the raw data itself. JE offered to produce a summary data report for each unit with a red, amber and green traffic light system identifying areas for improvement and areas for sharing best practice across the Network. SC to arrange a meeting in March with herself, JE and RM to undertake this piece of work.</p>
6.	<p>Neonatal Guidelines The Guidelines process has now gone to NICE for accreditation, however in order fulfil the requirements all 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 contact Helping Hands Co-ordinators to ask if guidelines can be taken to their Group.</p>

7.	Any other Business <u>BLISS Volunteers</u> AH gave an update on progress on recruiting volunteers in the Network.
9.	Date and Time of Next Meeting The next meeting will be held on Monday 19 January at 9:30 am via teleconference.