Draft

PATIENT PARTICIPATION GROUP: CORE GROUP: 4 JUNE 2015

Those present:
Patients: David Williams, Audrey Alford, Paul Alford, Craig Marriott, Anne Allan, Peter Honour
(apologies received from Sally Gunson & Juliette Hobson)
Glossary: Old Court House (OCH), Patient Participation Group (PPG), Clinical Commissioning Group (CCG), Patient Reference Group (PRG), Healthwatch (HW), Robin Hood Lane (RHL), Care Quality Commission (CQC)

Item	*Action*
1. **Welcome to new member**: DW welcomed the new member Peter Honour and provided him with a summary of the work to date undertaken by the OCH PPG in conjunction with the Practice. The PPG concerns itself with matters relating to the OCH Practice and patients experience within it. It does not deal with any medical matters or complaints. There is a good working relationship between the PPG Core Group and the Practice. PH had been sent copies of notes from previous Core Group and Liaison Group meetings. The whole group shared some background information about themselves as a means of introduction and welcome. There was some further discussion about the work of the PPG to date.	
2. Meetings: Partners & PPG meeting 1st May PPG members DW, Anne A and Audrey A had attended the Practice meeting on 1st May to discuss the OCH building improvements plus any other relevant matters. The PPG were invited in for an agenda 'slot' during the weekly Partners' meeting. The PPG members had then met briefly afterwards in OCH. The attendees reported that the update from the Partners regarding negotiations with the landlord for the various proposed building improvements to OCH was very positive. There are also plans in the pipeline to redevelop the OCH website. The PPG were very positive about all these forthcoming improvements. Future Liaison meetings The Practice have proposed that in future 'Liaison' meetings between the Practice and PPG be replaced by bi-monthly attendance of PPG Core Group members to their Practice meeting i.e. six meetings a year. There was an off the record discussion. The meeting put forward the following suggestions:- 1. to maybe alternate the 'old style' of Liaison meetings with attendance at a Practice meeting; 2. for one of the Partners to attend the next scheduled Liaison meeting on Tuesday 14 July 2015 at OCH from 3.00-4.00pm to (a) report back from the first meeting between the Partners and PPG and (b) discuss future meetings between the Practice and PPG.	DW to liaise with Practice re. meeting on Tues 14 July & inform PPG members
3. Annual Survey: The 2015 Annual Survey is complete. Although the PPG have seen a provisional summary of the survey report it did not include the comments from patients. It was agreed that it would be helpful if a full report that included these comments could be circulated to the PPG.	DW to liaise with Practice re full report and email to PPG members Results to be discussed more fully if necessary at next meeting

4. Sutton Clinical Commissioning Group News: Headlines: • Three practices in Sutton had not done well in their CQC inspections mostly due to poor, or no, engagement with their patients; • A reminder that from 1/4/15 the Annual Report that each Practice produces has to include a section on the Practice's engagement with the PPG and be signed by a PPG member. DW signed the OCH report for this year. • A reminder that when the CQC team come into the OCH Practice they will want to meet a representative from the PPG; • Visit the HW website for up to date information on the future of healthcare services in Sutton – www.healthwatchsutton.org.uk.	
5. PRG: PRG Rep CM informed the meeting that he could no longer act as a PRG Rep due to work commitments. PRG/Healthwatch Chair debate A proposal suggesting that the positions of PRG and HW Chair should not be held by the same person is due to be discussed at the next PRG meeting. It was reported that there will be a counter-proposal. The Chair has the facility to hand over the oversight of an agenda item to the Vice Chair if there is a conflict of interest. It is expected that each PRG member will soon be required to declare any potential conflict of interest. PRG Rep's Report *Feedback from PRG meeting Paul Alford* (i) Sutton CCG have been granted an extra £4 million for the current year. The CCG has put the proposed use for this money, formed of sixteen projects, on their website under 'Investment Plan'. (ii) The PRG delegates were asked to ensure that the information held by NHS 111 regarding our own practice is up to date. This information is that which NHS 111 gives to callers regarding practice opening hours, staff etc. Next meeting The date of the next meeting is 15 July, meeting room 1 from 4.45-6.45pm. PA will attend as the OCH representative and PH will attend as an 'observer'.	
6. Newsletter: It was reported that the Spring/Summer newsletter was finished and ready for distribution.	PPG members to assist with the distribution to chemists etc.
7. AOB: PPG notice for RHL There are new notices on the PPG noticeboards as to how patients can contact the PPG. Prescriptions It was reported that there had been some problems with online repeat prescriptions.	
8. Dates for future meetings: The following dates were confirmed/amended: • Tuesday 14 July 2015 Core Group **2.00-3.00pm** at OCH followed by Liaison **3.00-4.00pm**. Agenda to include: *(a)Annual Survey, (b)Newsletter, (c)PRG News/Rep reports, (d)Open meetings, (e)Sutton CCG, (f)Healthwatch News, (g)Epsom & St Helier Trust, (h)General Practice news, (i)dates and form of future meetings, (j)AOB.* • Tuesday 8 Sept 2015 Open meeting **5.00-6.00pm** at OCH followed by Core Group **6.00-7.00pm**. Agenda to include: *(a)Newsletter, (b)PRG News/Rep reports, (c)Open meetings, (d)Sutton CCG, (e)Healthwatch news, (f)Epsom & St Helier Trust, (g) General Practice News, (h)dates for future meetings, (i)AOB.*	DW to liaise with Practice re all dates, venues and times