Draft

PATIENT PARTICIPATION GROUP: CORE GROUP: 9 NOVEMBER 2015

Those present:
Patients: David Williams, Paul Alford, Audrey Alford, Anne Allan,
(apologies received from Craig Marriott, Peter Honour, 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. **PPG News**: Following a bout of ill-health in the summer DW stated that he is stepping down as Chair of the OCH PPG with immediate effect. Fortunately he is recovering well and will still remain an active member of the PPG as well as the Chair of Healthwatch and the Patient Reference Group (subject to elections). It was decided that A. Alford will take over as Chair and A. Allan will continue as Secretary taking minutes etc.	DW to inform Practice of changes
2. **Meeting with Practice:** The Practice had invited the PPG to attend their Partners' meeting on Friday 20 November. However, not everyone was available on this day so the PPG agreed to request that the date for this meeting be moved back to 27 November instead. It would be helpful in advance of meeting with the Partners to see any relevant notes from the initial meeting between the Practice and PPG as well as have an idea of the items for discussion before the next one. The PPG would like input from the Practice as to how they see our role and to be able to discuss this more fully with a key liaison person or person(s). The meeting reiterated the view that they would like to continue to work with a key link person or person(s) within the Practice - (see outstanding issues). It was suggested that, subject to the meeting with the Practice taking place on November 27, the Core Group hold a meeting afterwards at about 2.00pm.	DW to liaise with Dr W re. change of date DW to request relevant minutes from last meeting and an agenda before the next DW to liaise with Dr W DW to liaise with Practice
3. **PRG:** PA and CM are the current OCH PRG representatives although, due to work commitments, CM has been unable to attend many meetings. It was agreed to approach PH to see if he would be prepared to be the third OCH representative at these meetings. A PPG/PRG forum is to be held on 24 November in the morning.	DW to contact PH and inform Practice of outcome Details to be circulated
4. **Newsletter:** The Autumn newsletter is printed and ready for distribution. The PPG members took copies to circulate as per usual. It will be available in OCH and RHL and should be put onto both PPG notice-boards as previously agreed. In the previous meeting it was suggested that the newsletter should remain available at both reception desks until superseded by a newer one. This would require a larger number being printed.	

5. OUTSTANDING ISSUES:	
i) Themed presentations *Diabetes* A new date needs to be set for Karol to repeat her Diabetes talk. This would have to be advertised well in advance on the website, in the Newsletter etc.	To be discussed with Practice
Skin cancer and Dementia It had been agreed to arrange two talks for next year. Skin cancer in the Spring and Dementia in May/June to link in with the Dementia Awareness week in 2016.	To be discussed with Practice
ii) Open meetings It was agreed that the PRG should have at least two Open meetings a year that are well advertised in advance.	To be discussed with Practice
iii) Future Liaison meetings and meetings with Practice 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. The PPG have already put forward the following suggestion:- • to alternate the 'old style' of Liaison meetings with attendance at a Partners' meeting. This would require a link person or person(s).	DW to contact Practice about: 1) who could be a link/key person(s) in the Practice for the PPG to liaise with 2) to set a date for a Liaison meeting with new link/key person(s) 3) attendance at Partners' meetings
iv) Annual Survey The PPG would like clarity as to whether or not the Practice would like them to assist again with the compiling of the Annual Survey. If the group is to be involved they would need to see the patients' comments from last year as this would help them frame the questions for this year's survey. Should the survey be due out the end of Dec – start Jan 2016 (as previously discussed) then the PPG would need to start work on it as soon as possible. The PPG would be prepared to provide some sessions in the two reception areas to raise awareness of the Annual Survey and assist with completion if necessary.	DW to raise this issue with the Practice
v) Next newsletter Timing and articles for the next newsletter need to be agreed with the Practice. It was suggested that the content could include feedback from the Access Survey and information about the Annual Survey, Open meetings and future themed presentations plus whatever articles the Practice wish to write.	To be discussed with Practice
vi) Practice Booklet The PPG were unsure as to whether or not there was an up to date Practice booklet. The group understood that it was due to be re-written. The PPG has previously expressed an interest in having some input into the development of a revised 'patient-friendly' booklet to include information about the PPG.	DW to enquire if there is a new Practice booklet
vii) Website upgrade It is hoped that the PPG will be updated at the next Partners' meeting or Liaison Group meeting.	
vii) OCH refurbishment It is hoped that the PPG will be updated at the next Partners' meeting or Liaison Group meeting.	
6. Dates for future meetings: The following date was proposed: • Friday 11 December Core Group meeting possibly followed by Liaison Group meeting 2.00pm at OCH. Agenda to include: *All outstanding issues above plus AOB.*	DW to liaise with Practice re date venue and time

AA 20 November 2015