

**PPG Meeting  
Minutes  
12.30pm, 06.05.2015**

**Attending:**

**Nicola Husbands (NJH), (Chair), Dr Andy Sapsford, Graham Cook, Liz Baker, Michael Hooley, Janet Cussans, Peter Metcalf, Drene DeSilva, Roger Linford, Chris Phillips, Ron Newall, Mike Hender, Peter Flynn, Wendy Phillips**

**Apologies:**

**George Thackray, David Jordan, Gordon Barratt, David Eldridge**

No	Issues	Action
1	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• NJH advised that whilst the Practice might welcome an increase in list size, only a modest increase could be accommodated within current staffing levels;</li> <li>• GP representation at meetings – The Partners preferred a rolling commitment to attend PPG meetings with each partner in attendance for 3 consecutive meetings each;</li> <li>• There is now a “subscribe to Newsletter” button on the website, allowing patients to sign up to be emailed the newsletter as soon as it is uploaded. CJP asked how many hits on the newsletter we had received. NJH to find out.</li> <li>• General observation that we appear to be “ahead of the game” when it comes to developing our PPG. Other Practices had virtual groups and only one other seemed as organised as ours. Some discussion about following the approach of the Simpson Centre in Beaconsfield.</li> </ul>	NJH
2	<p><b>Committee Nominations</b></p> <p>Please see attached agreed committee positions.</p> <div style="text-align: center;">             Committee            Nominations.docx         </div> <p>PM to arrange first committee meeting</p>	PM
3	<p><b>PPG/CCG Interface</b></p> <ul style="list-style-type: none"> <li>• The CCG has agreed to pay the first year’s membership to</li> </ul>	

	<p>the National Association of Patient Participation (NAPP). All agreed we would take the offer up. CCG also offering specific support to PPGs - ? what this support would involve – wait and see.</p> <ul style="list-style-type: none"> <li>• The CCG was also looking for patients to describe their experiences (both good and bad) at their AGM in Feb '16.</li> <li>• Bucks Urgent care (BUC) also want to set up a PPG – GC to forward their email to NJH for onward circulation.</li> </ul>	GC
4	<p><b>PPG Activities</b></p> <ul style="list-style-type: none"> <li>• The Practice website now has additional information regarding OOH providers and making the right choices out of hours</li> <li>• As above, patients can now subscribe to our newsletter</li> <li>• Health awareness weeks – long discussion about this – agreement to hold our first Health Awareness week on 14 July (an afternoon when the surgery is closed for training) and to allocate it to Carers. NJH to contact Carers Bucks. PPG to consider publicity.</li> <li>• St Mary's Church Fete – CJP had organized with the CCG to have a stand at the church fete on 20 June, to raise awareness of the PPG and encourage membership. Request for volunteers to help man the stall. CCG to have central portion of presentation panel, with two side wings for Rectory Meadow Patients. PF raised the fact that we need something to attract people to our stall eg ?Guess the combined weight of the GPs?!, mini-quiz. PF/RN/NJH to consider some ideas. ?Could Friends have a space on the stand? From date of next committee meeting, 7 days to come up with ideas.</li> <li>• Further discussions regarding increasing our membership, and using existing patients email addresses for this purpose. Issues surrounding data protection and personal information being provided for a particular purpose. ? whether we might text patients (we hold 40% of patients mobile phone numbers) to ask whether they would like to join the PPG and receive our newsletter by email.</li> </ul>	<p>NJH</p> <p>PF/RN/NJH</p>
5	<p><b>CQC Feedback</b></p> <p>The Practice underwent a CQC inspection on Wed 29 April. Thanks extended by the Practice for all reps from the PPG who gave feedback to the inspectors.</p> <p>Discussion of feedback points. Report expected in 6-8 weeks and rating could be anything from Outstanding to Inadequate. We are</p>	

	obliged to publish our rating, both on our website and in the surgery.	
6	<p><b>Attracting Interest from Local Pupils</b></p> <p>All agreed that this was a good idea – should we have a sub-group of youngsters. Problem would be attendance – would it be better to have a virtual group?</p> <p>Agreed the PPG would produce a flyer to be sent to all local secondary schools, however, it was exam time so would be unlikely to invoke much interest now. Agreed we would look at this again in September.</p>	
7	<p><b>Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Wednesday 1 July 2015 – to deal exclusively with the issue of the Carers Awareness Afternoon scheduled for 14 July.</li> </ul>	