



Date of Meeting	26 March 2015
Pelham Allen - Chair Eilish Davoren – Practice Manager Anna Lovell Rosemary Pinney Raymond Howe Michael Raison Gavin Maxwell Janet Warburton	Ann Beeching Jilly Dobinson Jo O’Farrell Sarah Horton Simon Williams Brian Baker Murdoch MacTaggart Karen Tucker

Minutes

Item	Discussion
Welcome and Introductions	Pelham welcomed everyone. There was an opportunity for attendees to introduce themselves. Pelham outlined the role of the Steering Group as distinct from the Virtual Reference Group (the vPPG). It is expected that Steering Group members will be willing to attend meetings and take a more active role in the work of the PPG. In addition to the members present, Pelham and Eilish are aware of a number of other patients who have expressed interest in joining the Steering Group. Pelham will maintain the contact database for Steering Group members. It was agreed that contact details may be shared within the group. Eilish will maintain the contact database for the vPPG within the Practice, and keep this confidential. Simon flagged that recent email communication was sent cc rather than bcc. Eilish will ensure security of vPPG mail addresses ongoing.
Group Business	Communication - Not all members received meeting papers (in part because of the tight timescale between the first PPG meeting and the Steering Group meeting). Eilish reassured members that they would receive papers in good time prior to future meetings. Simon was concerned that ideas generated in the first meeting were not documented (in particular the need

for a “visiting GP”). Eilish reassured members that ideas were recorded and acknowledged, with emerging themes noted.

Action: Pelham will check contact details for all Steering Group members and ensure papers are sent to those who have not received them.

Ground Rules/Terms of Reference - Pelham asked that members review the Ground Rules and Terms of Reference for the PPG, which are based on the NAPP standard; if no comments are made he will assume they are agreed by the Steering Group.

Role of Chairperson and election of Secretary; annual review arrangements - Pelham is happy to chair the PPG and the Steering Group for at least this next year. After this time, he suggested adopting a proper process to elect the Chairperson. All aspects of the way the PPG operates will be subject to review in 12 months time. Pelham asked for a volunteer to act as Secretary. As yet, no member is willing to take on this role. Eilish offered to note-take the first meeting but Pelham asked again that a member come forward and offer to undertake this role for 2015/16. Raymond suggested it might be more attractive to ask for a Deputy Chair rather than Secretary – members agreed this was an option for anyone willing to step up.

Meeting timings – timings discussed. It was felt that daytime meetings might exclude working patients, but later in the evening would prove difficult for older members, particularly in winter months. Agreed current proposal (17:30 – 19:00) as most workable solution, but this will be kept under review.

Representation – referring to PPG vs. Practice demographic data, members considered whether they thought the PPG was representative of the wider patient population. It was agreed that in terms of ethnicity/age, the PPG was representative. Concerns were raised regarding other possibly “under-represented” groups, including: young mothers, children < 16, young adults 16-25, the working, retired, elderly, vulnerable, those with complex health needs, living with a long term condition, diabetes, disabled, cancer, mental health needs, sexuality related needs, those on benefits, and the housebound. The Practice is responsible for recruiting a representative PPG. It was agreed that Steering Group members would advise Eilish

	<p>(confidentially) of any of the groups listed that they could represent. If there are any unrepresented groups, Eilish will discuss with the Partners whether particular patients can be invited to join the PPG to broaden representation. Michael raised his concern that the wider patient group is not yet aware of the PPG. Sarah, Jilly and Eilish explained that the original steering group had tried to spread the word (using a “hub and spoke” approach as well as leaflets, website, social media), but had not managed to encourage wider participation. Copying information to Parish magazines, the Bridport News and the View From was suggested. Janet encouraged members to spread the word – most members had links to other local organisations. Karen suggested that it may be easier to engage patients when we have a more of a focus on what we want to achieve. This issue will be taken up by the Communications working group.</p>
<p>Work Plan</p>	<p>PPG annual report - Pelham outlined the report for 2014/15 that the Practice will need to submit by 31st March, and which must be signed off by the PPG. Michael repeated his concern that not enough effort had been made to involve a large number of patients in the PPG, and that the PPG comments should reflect this. Pelham will choose his words carefully when completing that section, and sign off the report on behalf of the PPG.</p> <p>Work plan 2015/16 – The draft plan was considered. It was agreed that the following areas for priority and focus would be addressed by three working groups:</p> <ol style="list-style-type: none"> 1. Interface between patients and the Medical Centre, in particular supporting the introduction of the “acute service” (the “Practice” working group, led by Jilly, supported by Brian and Eilish) 2. Encouraging health and well-being in the community, and prevention of disease – to include building capability in the local community and improving access to local resources (the “Wellbeing” working group led by Janet supported by Rosemary and Michele.) 3. Improving communication between the Practice and the wider patient population; to include widening the membership of the vPPG and developing links with other organisations (the “Communication” working group led by Karen supported by Michael and Elise Ripley).

	<p>Simon was keen for the PPG to represent patient views during the Dorset Clinical Services Review. In particular, he felt the needs of patients with mental health issues would not otherwise be represented. Whilst the PPG's focus was to act as a critical friend to the Practice, Eilish suggested that the PPG may wish to link with other local practices' to engage on wider locality and commissioning issues. Both these points will be taken up by the Communications working group.</p> <p>All working group meetings will be publicised to all Steering Group members. All members are welcome at any working group meeting, but every member is strongly encouraged to participate actively in at least one working group. Contact details for the working group leaders are at the end of these minutes.</p> <p>Timetable and reporting back - Working groups were asked to convene up to two meetings before the next Steering Group meeting. Rooms can be booked via Eilish (please avoid practice busy times, usually lunchtimes). Working groups will be asked to feed back to the Steering Group in June on the outcome of their initial discussions (based on the suggested actions set out in the draft work plan), with firm plans to deliver the areas of priority and focus agreed earlier in the meeting.</p>
<p>News from the Practice</p>	<p>Retirements – Dr Webb is retiring at the end of April, and will be replaced by Dr Prathibha Kiran. Dr Wilson will retire Jan-April 2016, and be replaced by Dr Luke Skellern.</p> <p>Newsletter – Spring Practice Newsletter now available and will be produced quarterly. This is an important vehicle for communication about the PPG.</p>
<p>Any Other Business</p>	<p>NAPP conference – 6 June 2015 - places have been funded in previous years from locality funds. Anyone who is interested in attending should contact Eilish.</p> <p>Patient Participation Week – 1-6 June 2015. This is an opportunity to draw attention to the PPG.</p>

FUTURE STEERING GROUP MEETING DATES

Thursday 4 June 2015
Thursday 6 August 2015
Thursday 1 October 2015
Thursday 3 December 2015
Thursday 4 February 2016

Time: 17.30 – 19.00

Venue: Bridport Medical Centre, Health Promotion Room

Apologies should be sent to Pelham by e-mail or on 01308 814479

CONTACT DETAILS

Pelham Chairman bridportppg@gmail.com

(Contact details for the following have been shared to steering group members. Contact can be made via the PPG email)

Eilish Practice Manager

Jilly Practice Working Group

Janet Wellbeing Working Group

Karen Communication Working Group