

Patient Participation Group Meeting held at The Stag Medical Centre
Minutes of Meeting Thursday 12th April 2018 at 5.30pm

Present

Tony Robinson (Chair)
Pippa Harder (Treasurer)
Ralph Yeo
Jean Toner
Len Wilson
Margaret Denis
AA Zaidi
Megan Hawley
Heather Hind
Maureen Rogers
Jayne Griffiths

Apologies

Sandria Gilling
Christine Pigg
Iris Wilde

Abbreviations used:

Care Quality Commission	CQC
Clinic Commissioning Group	CCG
Clinical Reference Group	CRG
National Association of Patient Participation	NAPP
Rotherham, Doncaster and South Humber NHS Trust	RDaSH
Dementia Action Alliance	DAA
Active Always	AA
Enhancement Service Specification	ESS

Tony Robinson (Chair)
Ground Rules Reminder (on laminated cards)
Terms of Reference (on laminated cards)

1.0 Welcome and Introduction

1.1 Tony welcomed Maureen Rogers from Dinnington PPG and Jayne Griffiths from Broom Lane PPG. Who had been invited to attend our PPG meeting. Apologies were noted.

2.0 Group Business

2.1 Approval of minutes of last meeting held Thursday 8th March 2018.
2.2 Matters arising.

3.0 Secretary support

3.1 Tony introduced Megan to the group, who is going to support the secretary role of the PPG.

4.0 Treasurer Handover

4.1 Tony and Pippa will take over the PPG account. Iris is creating a letter to inform the bank of the new signees to the account and to allow the bank to hand over account.

5.0 **PPG Activities**

- 5.1 The group are looking into supporting the PPG awareness week which is on the 4th – 9th June 2018 and getting involved in the NHS Seventieth Birthday on 5th July
- 5.2 Pippa and Bethany have been managing the reception area displays and have had good feedback from both patients and staff.
- 5.3 It was suggested that the PPG should have a twitter account to promote health care events, local events etc. This was proposed by Pippa and secondary by Len. Tony then agreed to create the account and moderate this along with Pippa and Bethany.
- 5.4 The group are considering creating new business cards for the PPG, ideas for a design are welcome.

6.0 **Newsletter**

- 6.1 A few members of the PPG along with Jean met with Eileen Brookes to start creating the first draft of this year's newsletter. Suggestions for additional articles were noted.

7.0 **Practice News**

- 7.1 Jean told the group that 2 new members of staff joined the Practice, a new Health Care Assistant and a new Nurse.
- 7.2 Jean stated that it was becoming difficult to source training for new nurses even though the practice is willing to pay for quality training.
- 7.3 The public health contracts have now been taken over by private companies. This was supposed to have been communicated, but up to date this has not happened.

8.0 **Any Other Business**

- 8.1 The group discussed in detail with Maureen and Jayne the workings of the PPG in our Practice and an insight into what has been achieved working together over the last few years.