



Patient Participation Group, Datchet Health Centre

MINUTES OF THE PATIENT PARTICIPATION GROUP MEETING Datchet Health Centre – 5 November, 2015 Chair: Michael Shefras

Anita Kapur	AK	Present
Bill Joy	BJ	Present
Ernie Addicott	EA	Apologies
Jayne Crampton (Honorary Secretary)	JC	Present
Maryrose Simpson (New Practice Manager)	MrS	Present
Michael Shefras MBE - Chair	MS	Present
Pam Curry	PC	Present
Rowena Mignot	RM	Apologies
Sandeep Sharma	SS	Not present
Suresh Gogna	SG	Present
Vivien Walton	VW	Present
Margaret Holmes Pickering	MHP	Present
Robert Cooper (Lay member PPG WAMCCG)	RC	Present

1. WELCOME

- 1.1 MS welcomed all to the meeting and advised that **RM** had sent her apologies.
- 1.2 MS advised that **Robert Cooper**, the lay member of PPG WAMCCG, Communications was running late but was joining us for part of the meeting.

2. INTRODUCTION – Maryrose Simpson – New Practice Manager.

- 2.1 MS welcomed Maryrose Simpson. Members gave PPG resume.
- 2.2 MrS said she was pleased to have been appointed and looked forward to working with the PPG

3. ROBERT COOPER – Lay Member PPG WAMCCG – COMMUNICATIONS. (Note RC arrived at Agenda Item 9. It is reported here for convenience)

- 3.1 **RC** introduced himself to the group. – **RC** is the lay member for the governing body who represents patients and lay people with regard to the health of the community,
- 3.2 **RC** intends to visit all 17 PPGs (in the area) recognizing that PPGs play a vital role in the community. **He** wanted to see how each one works, to check that they are getting the right support from the CCG and from their local practice. Basically a fact finding exercise to see if the PPGs can be improved.
- 3.3 **RC** has noticed that there are 4 or 5 PPGs that regularly contribute at WAM PPG Network meetings and DHC PPG is one of them. From observations and discussions with **he** has concluded that DHC PPG is working extremely well.

4. Patient Survey 2016

- 4.1 **MS** confirmed that despite the draft material the Patient Survey will be done by using Survey Monkey.
- 4.2 The partners had requested some minor changes which were noted and the survey will be progressed week commencing 9 November to be circulated mid December and again first working week in January, 2016.

5. DHC PARTNER COMMENT. Partners had apologised for not attending this meeting..

- 5.1 **MrS** reported on behalf of the partners who had confirmed their continuing support.

6. PROMOTION OF PPG.

- 6.1 **MS** was conscious that with **BJ** retiring and **EA** away for a while our numbers are dropping.
- 6.2 **MS** considered that we need to find approximately five more members for the PPG. Preferably to be both female and male.
- 6.3 **MS** advised PPG must identify where the PPG has put input to the practice. To emphasize what the PPG have done very well. How they have initiated actions.
- 6.4 **MS** reminded the PPG that the group is here to improve and to promote the services of DHC. **AK** commented that the PPG need to be seen as improving things.

ACTION: ALL to email MS with their views/ideas of promoting the DHC PPG.

7. SOUTH CENTRAL AMBULANCE SERVICE – Notes with members.

- 7.1 **MS** gave a report following issue of SCAS's notes of meeting..

8. NEWSLETTER.

- 8.1 **MS** draft had been considered and suggestions were made to complete the November issue.
- 8.2 Distribution of Newsletter w/c 16 November, 2015

9. E-BULLETIN – Issue No 100.

9.1 PPG Awareness week is next year 6th-11th June 2016 – put on the Agenda for January's meeting to discuss.

ACTION: ALL to think of ideas/suggestions of what to do.

10. NOTE NOTICES AND MATERIAL FROM NHS SOURCES – with members.

10.1 Question of easy supply of hearing aid batteries.

11. WAM NETWORK MEETING – with members

11.1 **MS** to cover Men in Sheds in Newsletter .

12. FRIENDS AND FAMILY SURVEY REPORT

12.1 **MrS** having just started did not have the answers yet but will ensure that they are available at the next meeting as routine.

13. CONFIRM NOTES OF MEETING HELD 10TH SEPTEMBER 2015.

13.1 Confirmed by omission and are on the DHC website.

13.1 ACCEPT EXECUTIVE MINUTES FOR PUBLICATION – Accepted

14. ANY ITEMS NOT COVERED FROM NOTES ABOVE.

14.1 **MrS** requested: items for discussion with GPs or the Practice Manager, be put at the top of next Agendas.

14.2 **MS** to add to January's agenda nomination of Chair and Secretary.

14.3 **BJ** requested to discuss the idea of virtual members in PPGs. **MS** responded that this is was not a newrequest from **BJ**. The question will be to put to PPG at the next meeting. **MrS** advised the Partners would support the idea of virtual members.

14.4 **MrS** told **BJ** that the **Partners** would like to thank **him** for his hard work and contributions throughout the years. **ALL** agreed.

15. ANY OTHER ITEM. = None

16. VALEDICTORY – Resignation of Bill Joy.

MS thanked **BJ** for staying on the PPG until aged 87 (next month) and had been a fantastic asset to the PPG and he and his knowledge will be greatly missed. **BJ** responded that he has enjoyed his time with the PPG, he never regretted his decision to join and enjoyed being the Chair for two and a half years. **BJ** felt he had great support from the other members and would like to stay in touch via email. **BJ** thanked **ALL** present and said he leaves with mixed emotions.

17. DATE OF NEXT MEETING- THURSDAY 21ST JANUARY 2016 – 13.30