



Patient Participation Group, Datchet Health Centre

**MINUTES OF THE
PARTICIPATION GROUP MEETING
30 JUNE 2016
Datchet Health Centre
Chair: Michael Shefras**

Present and Apologies

Michael Shefras MBE - Chair	MS	Present
Ernie Addicott		Long-Term Sick
Jayne Crampton (Honorary Secretary)		Apologies
Rowena Mignot	RM	Present Took notes
Sandeep Sharma	SS	Not present
Suresh Gogna	SG	Present
Vivien Walton		Apologies
Margaret Holmes Pickering	MHP	Present
Romola Ganguli	RG	Apologies
Elisabeth Hattersley	EH	Present (New Member)
Patricia James	PJ	Present (New Member)

Dr Mick Watts		On Holiday - Senior Partner
Maryrose Simpson	MSi	Practice Manager

1. WELCOME and Apologies – Michael Shefras.

1.1 MS welcomed all to the meeting and advised apologies as list above

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1.2 Introduced Elisabeth Hatterersley and Patricia James who will sit at this meeting wishing to join DHC PPG

2. DHC PARTNER COMMENT

2.1 Dr MW is on holiday: Dr Ruth Ferguson on a course and no other partner available.

2A MARYROSE COMMENT.

2.2 **MSi** Advised that Dr Simandamum will finish in July: Dr Kalirai will continue as a six month locum. A new lady doctor is expected in September. Nurse Practitioner Mandy Griffin will be moving on – a new sister will start in September.

2.3 FRIENDS OF FAMILY STATISICS (*to be inserted by MSi*)

3. DE-BRIEF PPG OPEN DAY

3.1 It was reported:

1.	PPG members who worked the day felt that It had to be a qualified success. Obviously lessons were learnt for future years if it is repeated.														
2.	Members of PPG working a rota manned the waiting room from 0800 to 1800. <table border="1" data-bbox="454 969 1062 1196"> <tr> <td>0800 – 0830</td> <td>Michael</td> </tr> <tr> <td>0830 – 1000</td> <td>Romola and Michael</td> </tr> <tr> <td>1000 - 1200</td> <td>Rowena and Pam</td> </tr> <tr> <td>1200 - 1300</td> <td>Suresh</td> </tr> <tr> <td>1300 - 1400</td> <td>Vivienne</td> </tr> <tr> <td>1400 – 1600</td> <td>Michael</td> </tr> <tr> <td>1600 – 1800</td> <td>Jayne</td> </tr> </table>	0800 – 0830	Michael	0830 – 1000	Romola and Michael	1000 - 1200	Rowena and Pam	1200 - 1300	Suresh	1300 - 1400	Vivienne	1400 – 1600	Michael	1600 – 1800	Jayne
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3.	The CCG working papers arrived just in time and proved very useful														
4.	PPG commented about the supplied questionnaire: <table border="1" data-bbox="336 1321 1444 1541"> <tr> <td>a.</td> <td>CCG have acknowledged the drafting and it will be worked up before next year.</td> </tr> <tr> <td>b.</td> <td>By the end of the day we had over 60 forms handed over to CCG representative</td> </tr> <tr> <td>c.</td> <td>After-note: The e-mail addresses will be sent back to DHC so they can be included if not already listed.</td> </tr> </table>	a.	CCG have acknowledged the drafting and it will be worked up before next year.	b.	By the end of the day we had over 60 forms handed over to CCG representative	c.	After-note: The e-mail addresses will be sent back to DHC so they can be included if not already listed.								
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5.	The great majority of the patients fully co-operated.														
6.	To work successfully it requires at least two people to work upstairs as well as down and at busy times two volunteers are barely enough.														
7.	Patricia James who is also a receptionist at Old Windsor practice advised that the CCG representative did not want to get involved at the practice level and the receptionists actually worked the questionnaires.														
8.	All were surprised to hear that several patients had no idea that there was a PPG.														

3.2 Unanimously it was agreed that it was a good exercise and lessons learnt should we attempt a different sort of survey this year (See Item 5 below).

4 DE-BRIEF HEALTH EVENING – 21 June, 2016

4.1 It was estimated that there were approximately fifty persons in the hall including PPG volunteers. This year it clashed with the Britexit programme on television and the football.

4.2 The welcome at the front door handled by **MGH** and **Dr Watts** should be repeated.

4.3 Lessons learnt this time would be remembered for Health Evening in Datchet in 2017.

4.4 Suggestions for next year were: HRT, Allergies, Cardiovascular, Blood Pressure.

5. PATIENT SURVEY

5.1 Agreed that the timing of the survey is wrong over Christmas. Agree to do it late September/October. It was agreed that we need several consistent questions to enable to measure results but the balance can change.

5.4 Agreed that we would deliver a survey in October.

6 JULY NEWSLETTER

6.1 Suggested amendments and Suresh and Rowena agreed to deliver articles.

6.2 The newsletter will be finalised and hope for circulation week commencing 11 July, 2016.

7. E-BULLETINS

7.1 All bulletins have been copied to all members and noted as necessary.

7.2 Response to Dr Wilkie regarding Cardiovascular Disease was organised.

8. NOTE NOTICES AND MATERIAL FROM NHS SOURCES

8.1 Notices were noted.

8.2 There had been a question regarding 111 services. The consensus was that the service was not very good..

9. NOTES AND MINUTES OF PREVIOUS MEETING

9.1 These had been confirmed by negative response but were now accepted by consensus as a true record of the meetings.

10. ANY ITEMS NOT COVERED IN THE AGENDA ABOVE

10.1 Discussion with the lady who provided exercise classes.

11. ANY OTHER ITEM

11.2 The meeting confirmed that they would welcome **EH** and **PJ** as members of DHC PPG.

12 DATE OF NEXT MEETING

12.1 SET FOR 15 SEPTEMBER, 1330

MS – 11 July, 2016

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