

MINUTES OF THE PATIENT PARTICIPATION GROUP MEETING

Datchet Health Centre 14 January 2015

Michael Shefras - Chair	MS	Present
Jayne Crampton (Honorary Secretary)	JC	Present
Ernie Addicott	EA	Apologies
Martin Chan (Partner)	MC	Present
Pam Curry	PC	Present
Suresh Gogna	SG	Present
Bill Joy	BJ	Present
Anita Kapur	AK	Present
Rowena Mignot	RM	Present
Graham Box (Practice Manager)	GB	Present
Sandeep Sharma	SS	Not Present
Vivien Walton	VW	Present
Mick Watts (Partner)	MW	Present

MS welcomed Graham Box, the new Practice Manager to his first meeting of the PPG. He noted that Graham was not really a newcomer, having been previously involved with the PPG when part-time Chief Executive of NAPP

1. Minutes of last meeting

The Notes for the last meeting, held on 5 November 2014, were approved
The Minutes based on those notes were also approved after minor amendments..
Because some members did not receive the draft minutes, MS agreed to resend them the next day and to incorporate any amendments received by 18:30 Friday 16 January.
GB would then post them on the DHC website. **ACTION GB.**

2. Patient Survey 2015

MS reported 142 responses to the online version had been received so far. The supply of hard copies at reception was delayed until the first week of January.

A Working Group (MS, RM, GB and BJ) was set up to analyse the results and to begin drafting the DHC Action Plan for 2015-16. It will meet on 13 February at 10:30.
ACTION MS, RM, GB and BJ

MS tabled a supplement to the newsletter, urging patients who had not done so to complete the survey. All agreed it is a matter of concern that only about 850 of the over 10,500 registered patients have provided their email addresses to the Practice, and so are able to receive the Survey, Newsletters etc by email attachment. Various methods of persuasion were discussed including having PPG members in the reception area to chat to those waiting..

BJ asked if it would be possible for patients to download the survey from the DHC website.
GB agreed to investigate. **ACTION GB**

3. Health Education Evening

It was agreed that the next event, to be held in Datchet, should take place on or shortly after 16 June 2015. The subject would be Dementia.

ACTIONS:

DHC to book Datchet Hall and provide projector screen GB

Organise PA and lighting with person who provided it last time at Datchet PC

Organise catering SG and RM

Co-ordination within DHC Rebecca Macklin

DHC to identify speakers GB

Invitations to stallholders deferred to next meetings

The PPG accepted a suggestion by BJ that the presentations should cover carers and caring for those with the condition, causes of dementia, how it progresses, treating patients who also have other illnesses and medication.

4. WAM PPG Network Meetings

PC, who is now our representative at these meetings, had nothing to add to the notes produced by MS that were circulated to members by email. His impression was that only 8 of the 19 GP practices in the WAM CCG area have a functioning PPG. He was concerned that too much time seemed to be spent giving PPGs information about CCG and NHS initiatives. He thought it would be helpful to visit other PPGs.

5. Newsletter

MS tabled a list of items under consideration for the next newsletter. It was accepted without further comment.

8. Date of next meeting(s)

Wednesday 4 March 2015 at 13:30 in the DHC meeting room.

BJ 2/2/15