

## CHAPELFIELD MEDICAL CENTRE PATIENT PARTICIPATION GROUP

Meeting Notes Wednesday 6 August 2014

### **Present:**

Name	Gisela Clark,	West & South Yorkshire & Bassetlaw Commissioning Support Unit
	Vicky Neeham,	Practice Manager,
	Carol Hebron	Senior Receptionist,
		Patient Representative

### **WELCOME**

Gisela welcomed everyone to the first meeting of the Patient Participation Group

### **INTRODUCTIONS**

Round the table introductions were made by everyone attending.

### **WHAT IS A PATIENT PARTICIPATION GROUP (PPG)**

Gisela spoke about Patient Participation Groups and explained that they act as the patient voice within the practice and how they can contribute in making the patient experience at the practice a better one. Gisela explained that ownership of the group rested with the group itself and not with the practice and it was for the group to agree and decide how they wanted to proceed with the meetings. Gisela told the group about the different types of Patient Participation Groups across the district and the different ways they work. Gisela also spoke about the different types of projects that other groups had worked on for example practice newsletters. Gisela agreed to circulate some newsletters from other practices so that the group could get some ideas as about the different types and formats being produced.

### **PATIENT COUNCIL**

Gisela spoke to the group about the Patient Council that meets every three months. Gisela explained that the Patient Council was made up of patient representatives from all the Patient Participation Groups across the district and how it is a perfect opportunity for the patient representatives to come together share good practice, network, share learning as well as receiving information about the Clinical Commissioning Groups Commissioning intentions to take back to their own groups for information or further discussion. The next meeting is on Wednesday 17 September 2014 6.15 at Barnsley College. Gisela said she would circulate the minutes from the last meeting and if anyone was interested to let her know.

### **BACKGROUND OF CHAPELFIELD MEDICAL CENTRE**

Vicky the Practice Manager gave the group some background information about the history of Chapelfield Medical Centre and its current staff.

## **ROLE OF THE CHAIR**

Gisela spoke to the group about the importance of having a chair and the different types of chair person. A brief outline of the role of a Chair and what a Chair is expected to do was circulated and the group were asked to bring their thoughts back to the next meeting for further discussion.

## **ROLE OF THE SECRETARY**

Gisela spoke to the group about the importance of having a secretary and explained that the expectation was just to capture action n points. A brief outline of the role of a secretary was circulated and the group were asked to bring their thoughts back to the next meeting for further discussion.

## **TERMS OF REFERENCE**

Gisela spoke to the group about the benefit of having Terms of Reference and three examples were shared with the group. The group were asked to take them home and think about what type of Terms of Reference they would like to adopt for the group and this would be discussed at the next meeting.

## **PRACTICE PLANS / UPDATE**

The group said it would like to have a practice update at the start of each meeting and Vicky offered to update the group about any practice plans at the start of each meeting.

## **FREQUENCY OF MEETINGS**

The group agreed that initially they wanted meetings to take place on the 1<sup>st</sup> Wednesday of every month and Vicky would join them 10 minutes after the start of each meeting.

## **AGENDA FOR NEXT MEETING**

Gisela agreed to produce the agenda for the second meeting and this is attached.

## **ANY OTHER BUSINESS**

The group agreed to start each meeting with Any Other Business as the first agenda item.

### **Action Points**

- |   | <b>Action</b> |
|---|---------------|
| ➤ Produce meeting notes and forward them to Vicky for circulation | <b>Gisela</b> |
| ➤ Produce the agenda for the next meeting                         | <b>Gisela</b> |
| ➤ Terms of Reference  | <b>All</b>    |
| ➤ Practice plans / Update   | <b>Vicky</b>  |
| ➤ Role of the Chair and Secretary                                 | <b>All</b>    |
| ➤ Produce missing name plates and send template to Vicky          | <b>Gisela</b> |

### **Date, time and venue of next meeting**

Wednesday 3 September, 2.00pm, Chapelfield Medical Centre