**Patient Participation Group Meeting - Agenda& Minutes**

**Date: 4th June 2019**

**Fixed Items**

1. Review past minutes
2. Draft Terms of reference
3. Agreement as to possible roles
4. How to recruit new member - action plan.

**Attendees**

**Wendy Lewis**

**Michael Wilkinson**

**Gloria Eveleigh**

**Dr Shona Schofield**

**Denise Souter**

**Maria Howells**

**Lucy Harwood**

**Specific Items**

1. Minutes of last meeting agreed
2. Read through of draft Terms of Reference. There were minor alterations as follows:-  
     
   3. Objectives - Point 2 was reworded from “To act as critical friend to the practice” to “To provide constructive feedback about the practice and services”   
   Point 4 the words “help promote” was added to the following sentence; “To develop and help promote projects with the agreement of the practice that support wellbeing and health promotion”.  
     
   4 Reporting Lines – Point 4 CQC (Care Quality Commission) was added to the following sentence; “The PPG will assist the practice, if appropriate, when reporting to the CQC, CCG and NHS England”.   
     
   6. Meetings – The draft Terms of Reference stated meetings to be held at Ball Tere Surgery every 4-8 weeks. It was agreed that meetings would be every four weeks initially and then once established meetings would be bi-monthly.  
     
   Ground Rules for Meetings – The sentence “Do not attempt to use your status as a PPG member to exert influence on one’s clinical care (i.e. accessing appointments, etc).
3. Agreement as to possible roles. It was agreed that Dr Shona Schofield would be the GP Representative, Lucy Harwood would be the Practice Contact. All other roles of the committee will be agreed at the next meeting when hopefully attendance will be higher.
4. How to recruit new members – action plan  
     
   It was discussed how we can raise the profile of our PPG and how to promote wellbeing and other projects. Ways of doing this could be:-  
     
   Having a presence at the Lancing Village Market which is held every third Saturday of the month in North Road. Gloria said that the Lancing Parish Council have a stall and that we would be welcome to share that with them.  
     
   Lancing Parish Council produce a quarterly newsletter which is delivered to all Lancing households. We could advertise the dates of PPG Meetings for each quarter going forward.  
     
   It may be a good idea to have a regular Practice Newsletter that the PPG could add items to.

**AOB**

The childrens books that Gloria brought into the surgery following the last meeting are awaiting stickers stating “property of Ball Tree Surgery – Please do not remove”. Once this has been done, the books will go out in the waiting room.

Actions

The week beginning Monday 10th June is National PPG (Patient Participation Group) week. We will attempt to promote this and other events & projects the PPG will undertake by advertising on the Lancing Parish Council and Sompting Parish Council Notice boards and Facebook Pages (Council members will share this to other community groups on Facebook).

We could also advertise on the Library notice boards

Council public notice boards

Sompting Big Local

Sompting Parish Hall

Next Door App – This is an app which gives information about what is happening in your area. Wendy Lewis (PPG member) has her own log in for this app but will investigate whether it is possible to set up a group/business user

Andy Brook runs Ipad classes once a month. This could help patients with online access and services. Denise Souter will contact Andy to find out more about these classes and we can then promote/advertise details for patients. Andy Brook is also a contact for Men in Sheds and Keeping Lancing Lovely and again we will contact him to try to promote these groups within the surgery.

Sompting Big Local also run computer lessons which could assist patients accessing online services.

All Minutes will be put on our surgery website and displayed on the notice board at each site.

The next Coastal wide PPG Event will take place on Monday 1st July from 2-4 pm at the CCG Offices – 1 The Causeway, Durrington-on-Sea, West Sussex. BN12 6BT. Spaces are limited – to book your place please click on the following link or type in the web address <https://www.coastalwestsussexccg.nhs.uk/ppg-events>

Date of next meeting: Tuesday 2nd July at 6pm to be held at Ball Tree Surgery Site in Western Road North, Sompting