

BODMIN ROAD HEALTH CENTRE – PATIENT PARTICIPATION GROUP

Meeting 01/17

Minutes of the meeting held on 17 January 2017

Present: John Tate (Chair), Mark Eaton (Secretary), Margaret Anderson, Susan Clarke, Marjorie Fleming, Anthony Kent-Francis, Margaret Kent-Francis, Ann Mee, Judith Owen,
Carole Lamb (representing Bodmin Road Health Centre)

Apologies for absence: Patricia Davies

1. Minutes of the meeting held on 25 October 2016

The minutes of the meeting held on 25 October were accepted as a correct record of the proceedings.

2. Matters arising from the minutes

Item 7: Sue asked for clarification regarding the attendance of the Chair at Practice Education Sessions and whether other members might also be able to attend at appropriate times. The Chair agreed that this would be beneficial and would welcome support from other members. Clarification was also sought on the nature of the contribution that the PPG might make to such sessions.

ACTION: Seek further information from Carole in relation to the Practice Education Session and PPG Input.

3. Election of Vice Chair

As this item had been deferred from the October meeting the PPG was concerned that there should be no further delay in the appointment of a Vice Chair. After a lengthy discussion of the possible options and in view of the fact that two of the original candidates were absent the PPG unanimously agreed that Marjorie Fleming should be appointed Vice Chair of the group. Marjorie accepted the offer.

ACTION: Marjorie Fleming to take up the role of Vice Chair, the period of office to run until the next AGM.

4. Communications within the PPG

The Chair and Secretary outlined proposals for a revised system of information exchange between group members, particularly relating to the circulation of minutes, agendas and other information. The proposed system would speed up processes and, at the same time reduce the administrative burden on Carole.

Mark would submit minutes to John and Carole, concurrently. Both would then return to Mark with their comments/amendments within a 48-hour time frame, and after updating Mark would circulate either by e-mail or hand delivery. Agendas would follow a similar

route. (Secretary's note: system may not function as planned for this meeting owing to Carole's absence from the Practice.)

Updating the PPG notice board was also considered and how this might be used to inform patients of the work of the PPG and generally to raise awareness of its existence. It was felt that this might also help in the recruitment of under-represented groups.(see item 5, below) Marjorie and Margaret A. agreed to take on responsibility for maintenance of the PPG notice board and would liaise with Carole regarding this.

5. **Terms of Reference**

A number of specific issues were discussed, as they arose under this item.

Draft terms of reference had been circulated to the group prior to the meeting for its consideration.

Mark took the group through the terms of reference explaining why some items were included and taking amendments from the group as necessary. It was explained that the terms of reference had been kept as straightforward as possible taking account of similar documents from PPGs at other practices.

Under Membership (Terms of Reference, item 2) Margaret A. raised the issue of diversity and questioned how we might achieve a group which more closely represented the population of the practice. It was agreed by all that this was an important priority for the group and a number of ideas were explored. However, it was also noted that interest in joining the group had not initially been strong from those groups which were needed. It was suggested, therefore that some form of targeting might be necessary.

Under Meetings (Terms of Reference, item 4) Marjorie suggested that it might be beneficial for the group to meet every six weeks during the early developmental stages. All agreed with his proposal. Terms to be amended slightly to reflect this change.

ACTION: Mark to circulate meetings schedule after consultation with John and Carole.

Under Meetings (Terms of Reference, item 2) Apologies to be sent to the Secretary rather than Practice Admin. Manager.

ACTION: Slight amendment to terms of reference.

Following further discussion and subject to amendment the Terms of Reference were accepted by the PPG and would form the parameters for future meetings of the group.

6. **Deferment of items**

Due to time limitations it proved necessary to defer items 7 (Direction of the PPG) and 8 (bluesci presentation update and further development) until the next meeting.

Item 9 (Specsavers presentation) would be discussed further, after Carole had obtained dates from the company.

The meeting closed at 1835.

