

Green Street PPGC Meeting – Thursday 26th October 2017 commencing at 6pm.

In Attendance

Janet French (Chair) (JF)

Heather King (Practice Manager) (HK)

Sue Cook (SC)

Lesley Goble (LG)

Tony Meier (TM)

Debbie Pennington (DP)

Apologies: Apologies had been received from Emma Ducklin, David May, Daniela Penge, Martin Cannon, Keith Stone, John Ungar and John Masters.

Minutes

The minutes of the meeting held on 21st September 2017 were agreed

Structure

JF had previously circulated various drafts for the new Terms of Reference (TOR), taking account of the comments she had received from Committee members. The document (to include the revised Code of Conduct) had received general agreement, other than the continuing discussion about the different groups supporting the Practice, i.e. the overarching PPG community, the PPG Committee and the Friends.

To move this forward it was agreed that the latest version of the TOR circulated immediately before the meeting would be adopted for the Committee alone with the removal of mention of the Friends in Section 4.

For the purpose of recording the Officers for the remaining year, it was noted that Janet French would serve as Chair and Debbie Pennington as Secretary. It was also noted, with regret, that for personal reasons, Nova Upton could not now take on the role of Treasurer and this vacancy would need to be filled.

JF would sign the new TOR and pass it to HK for signature on behalf of the Practice.

It was then agreed that JF and SC would meet with HK to draft an outline of the possible duties of 'Friends' for the Committee to consider. This would also include consideration of whether we continue with the term 'Friends' or, for example, whether the simple term 'volunteers' would suffice. There would then be a concerted effort to recruit to this group and the general view was that it

would be an advantage if, during the recruitment process, we could find someone who would co-ordinate this group and liaise with the PPGC.

Bank Account

JF confirmed receipt of a Statement from Barclays showing the receipt of £900 in total. TM would obtain the chequebook from NU and deliver it to JF in time to pay for the Newsletter.

Newsletter

The latest version of the Newsletter, circulated prior to the meeting, received full approval noting the following:

- JF would liaise with ED regarding her desire to remain on the PPGC.
- JF would ask to see HK's photo of the Downs at the Printers and take a decision regarding the header.
- Lesley Goble to be included in the photo display.
- Flu Clinic article to remain – although the formal clinics may have been completed by the time of distribution, vaccinations will continue.

JF advised that she would be away until 30th October, so the distribution would take place early November.

HK updated the Committee regarding the collection of email addresses and the attaching levels of consent. This exercise will continue and it is hoped the message regarding our desired method of communication will get across with the first Newsletter.

New Build

Dr Gaffney gave the Committee a full update on the position regarding the new build and it is hoped that a good deal of the next Newsletter – planned for January 2018 – would include a detailed update.

Website

In the absence of any further review, it was agreed that HK would go back to MC's last email to see whether she could align his comments to particular pages on the website. Given HK's time commitments it would be helpful to have comments specifically listed against each page so that she could work through them methodically.

AOB

Flu Clinics

SC gave useful feedback collected from the existing Friends (8 registered – 4 able to assist) that had been able to help. Teresa, the Office Manager had been particularly supportive and the Committee wished to record their thanks.

NAPP/CCG

Discussion then covered further communication between the Practice, the PPGC and the patient population – whether we should actually arrange another Open Forum. If we were waiting for more communication on the new build then it would serve no purpose this year. If, however, it was about the PPGC and taking general comments from the patients then it was a possibility.

It was agreed that JF, LG and HK would attend the PPG Networking and Good Practice Event in November and feed back at the meeting. JF read out the email received from Julie Tremplin of the East Sussex collaborative health and wellbeing stakeholder group, asking to come and talk to the PPG about how the PPG could support the Practice by working with certain groups from the patient population, and it was agreed that she should be invited to the November meeting.

Taking account of both of the above, the PPGC would then consider how it wanted to manage next steps in the communication/feedback process.

Objectives.

It was agreed that with the print and distribution of the first Newsletter, the PPGC would have met its first objective. It was further agreed that objectives generally would run for the calendar year and further discussion with hopeful agreement on the objectives for 2018 would be held at the January meeting.

Membership of the PPG

HK confirmed that she had received interest from two people wishing to join the PPGC and 1 person wishing to join the existing Friends. It was agreed that JF would meet them first.

Dates of meetings for the balance of 2017.

23rd November

21st December

Janet French

1st November 2017.