

Patient Participation Group Meeting Notes

Notes of the Patient Participation Group meeting held on 24th April 2006 at The Health Centre, Station Approach, Bradford on Avon, BA15 1DQ.

Present: Alan Fox (Chair) AF
Lynne Coombs LC
Denise Savage DS
Trevor Rothwell TR
Sue Leggett SL
Anna Carpenter AC
Many others

Visitors: Dr Nell Wyatt NW

Apologies: Diana James

Notes of the last meeting:

The notes of the meeting of the 20th March 2006 were accepted as a full and accurate record of that meeting.

Matters Arising

1. Proposed dispensing license for Winsley Health Centre

Dr Nigel Gough explained how and why Winsley Health Centre was created and the need for a dispensary was discussed. In order to deliver a dispensing service from Winsley Health Centre, the Partners of The Health Centre need to apply for a dispensing license. Dr Gough asked the PPG to support this venture and to send a letter to the PCT to demonstrate this. Closing date – 26th May 2006

Action

**TR to write
AC to confirm**

2. Reports from the Steering Group

Draft Constitution

A constitution was proposed by the Steering Group. In the main, all present were in agreement with the content. However, the following amendments were agreed:

- *The mission statement was changed to:*

To work with the Primary Health Care Team in order to

AF to amend

improve the quality and breadth of services offered to the community

- *The title Aims and Objectives was changed to Purpose. The first point was changed to:*

To encourage comprehensive communication between patients and the practice team at The Health Centre

- *An additional point was also made:*

To act as a representative group to be called upon to influence health care within the community

- *Chairman – should be written with a lower case c*

- *Under point 8 (v). The need for a quorum of seven including the chairperson was agreed.*

Topics and Themes

A list of topic and themes were presented to the group in order to rank them as short, medium and long term needs. The following themes were discussed in turn:

- 1) improving communication
- 2) raising the profile
- 3) Interest/experience/ skills bank
- 4) Expanding patient knowledge base

Short term needs:

- Creating a telephone tree for participants who do not have access to email.
- Creating an email group
- Negotiating secretarial support from The Health Centre as required
- Displaying information about the PPG at The Health Centre and at Winsley Health Centre
- Celebrating achievements of the group
- Arranging speakers for meetings in order to disseminate information about The Health Centre.

Medium term needs:

- Publicising The Health Centre website
- Arranging talks/lectures for the community

Long term needs:

- Researching/Providing a glossary of acronyms and abbreviations
- Discovering methods of including specific practice populations

LC/DS/TR/AF

**LC/DS/TR/AF
LC/DS/TR/AF/
AC
AC**

**ALL
AC will
discuss the
results of the
practice
survey at the
next meeting**

**AC to contact
Corsham
PPG**

- Fundraising
- Discussing charity status for the PPG
- Responding to patients requests for information
- Responding to local and national policy matters
- Arranging summer social event

Registration form

A registration form was discussed. Amendments were suggested including adding a contact name/details, website address, name of PPG and date of next meeting. The form will not be released until after the AGM

Request made for additional support for Steering Group

Sue Leggett will join the Steering Group. The next meeting of this group will take place on Wednesday 10th May at 10 a.m. at The Health Centre

LC to revise form

3. Support for PPG from The Health Centre

A number of requests were made to The Health Centre:

- Take (and write up) notes during meetings until formal committee elected at the AGM. AC agreed to do this.
- Fund additional communications to PPG members until funds are available – AC agreed up to £50 for the first 6 months
- Fund a member of the nursing team to attend PPG meetings as well as doctors – AC confirmed that nurses may be asked to attend to give specific information
- Provide notice boards for the PPG – available at Winsley Health Centre
- Photocopy – AC agreed up to 50 copies per month
- Provide refreshments – AC confirmed that a selection of drinks will be available. PPG attendees were asked to make their own on arrival.

4. Health Centre Wish List

NW and AC confirmed that a wish list may include equipment and projects

AC to confirm list for next meeting

5. Information from the League of Friends

JC and DS discussed the following events:

AGM – 25th April 2006 at 6 p.m. at The United Reform Church in Bradford on Avon

Cheese and Wine evening that will be held on 10th June at The Hall, BOA

Town Project Group meeting on the 4th May at 6.30 p.m. at St. Margaret's Hall about the healthcare provision in Bradford on Avon

6. A.O.B.

AF thanked everyone for attending the meeting

7. Date of next meeting

Monday 19th June at 7.00 p.m. at The Health Centre