

Deer Park Patient Participation Group Minutes



Date of Meeting: 13th June 2019

Attendees

(JH) Chair	Patient Representative
(MJ)	Patient Representative
(MC)	Patient Representative
(PP)	Patient Representative
(PW)	Patient Representative
(DS)	Patient Representative
(NH)	Patient Representative

Apologies for absence

(TM)

Purpose of meeting

The main purpose of this interim meeting was to review the notes from a presentation on 25/4/19 by Kate Horton (KH), from the Greater Nottingham Clinical Commissioning Group (GNCCG) and give PPG members an opportunity to air their views, thoughts and concerns.

JH advised the group of recent developments which may pre-empt some of the discussion:

- The proposed PCN7 will be headed up by a Clinical Lead from Wollaton Park practice, Dr Katherine O'Connor
- NH asked who would be on the PCN7 Committee – apart from the clinical lead this was not known. The group felt it was important that PPG should be represented on such a committee and clarification should be sought. **ACTION JH**
- The group should ask the Practice at Deer Park how they see the PPG contributing in the future in terms of the proposed new structure, their involvement and support. **ACTION JH**
- JM has mentioned at a the 25/4/19 meeting that now is the time to seek to influence allocation of money and resources – if this can be done through the Practice could we have some guidance on what is required of the PPG? **ACTION JM / AC**
- JH has made contact and met with Chairs of PPG's of Wollaton Park and Derby Road

- JH had obtained copies of slide presentations which have been circulated to all Deer Park PPG members
- The other two chairs appear to be experienced both in PPG matters and also involved in other committees linked to CCG activities
- NH had obtained documentation regarding the formation of a Greater Nottingham Patient & Public Engagement Committee including an application for Expression of Interest. It is not really clear if applicants will be considered for 'Selection' or 'Election' – might there be an element of politics involved? JH mentioned that the other two chairs would most probably be seeking involvement on this committee, so in any event our voice can be made known through our future link with PPG's from PCN7.
- The 3 chairs will be asking Kate Horton for an early meeting to seek clarification / guidance on how we might be able to help influence / shape Public Patient Involvement / Engagement for our PCN but we want to firm up our collective thinking before we approach our PCN leadership. **ACTION JH**
- It is anticipated that developing a relationship with others in PCN7 will enable us to both seek and contribute to developments as information can be cascaded both ways
- As it is the intention that the proposed PCN7 should share common services the group felt it would be helpful if the JM / AC could give us a couple of case studies (e.g. an elderly person needing care / a young patient needing specific treatment) to demonstrate how the new structure might work in practice compared with now? **ACTION JM / AC**

OTHER ITEMS DISCUSSED

Appointment System – this will be an ongoing item on future Agendas starting July 2019 To include (but not necessarily limited to):

- Effectiveness of current system from perspective of Patients and Practice
- Rationale / review of system for making appointments
- Time allocation for and time keeping of appointments

Deer Park Website – members were asked to review the Deer Park practice website in terms of content, accuracy, presentation and appeal. Also to compare and contrast with the websites of the other two practices in PCN7 (see links below) **ACTION ALL PPG MEMBERS*** - **FEEDBACK TO JH BY 30th JUNE PLEASE**

<http://www.wollatonparkmedicalcentre.co.uk/>

<http://www.drhc.org.uk/>

Access to immunisation for babies – a specific item raised by PW seeking clarification of Practice policy and onus of responsibility on triggers for immunisation. PW to email specifics

ACTION PW

PPG Election of Officers / Terms of Reference – members are asked to review the terms of reference and comment **BY 30th JUNE** please. **ACTION ALL MEMBERS OF PPG***

Specific changes suggested:

- Meeting frequency to be at least every two months (currently three) on 3rd Thursday
- Elected Officers to include Chair, Vice Chair and Secretary on a Bi-Annual basis
- Role and remit of the Group – an additional item to be added to encompass the developments under the proposed new CCG / PCN structures – **suggestions please if you feel this is not catered for under current bullet point 4 of the TOR**
- **Nominations for 2019 to be sent to the Secretary no later than 30th JUNE please**
 - JH has indicated that if no one is willing to step forward to be nominated for the position of Chair, he would be prepared to continue for one more term, subject to the proviso that a Vice Chairperson is elected for the purpose of continuity and succession planning
 - Nominations will be required for CHAIR, VICE CHAIR and SECRETARY
- Members of PPG to look at National Association for Patient Participation website to see if there is anything of interest there <https://www.napp.org.uk/> **ACTION ALL***

AGENDA items for future meetings – stock items to include:

- Appointment system
- CCG / PCN developments
- Practice Update
- Items to take forward to / devolve from PCN / PPG meeting of Chairs

DATE OF NEXT MEETING: THURSDAY 18th JULY 2019

ITEMS FOR AGENDA TO SECRETARY BY SUNDAY 30th JUNE please

ACTION POINTS – SEE * WHERE ACTION NEEDED BY ALL PPG MEMBERS PLEASE and others please note individual action points please

Note for EG:

Points currently for next Agenda to include:

AGM / TERMS OF REFERENCE / ELECTION OF OFFICERS

Appointment system

CCG / PCN developments

Practice Update

Case study feedback of services under proposed PCN system compared with now (JM / AC)

Items to take forward to / devolve from PCN / PPG meeting of Chairs

Practice Website - feedback

Immunisation of babies (PW)

Practice policy on opiates (DS)