

## Patient Participation Group Meeting Minutes Tuesday 12<sup>th</sup> July 2016

**Attendees(PPG):** Alan Dillon (AD), Val Dillon (VD), Jackie Mallery (JM), Judi Pollard (JP), Frank Clement-Lorford (FCL), Diana Martin (DM), Christine Endacott-Palmer (CEP), Paddy Cribb (PC), Des Finnigan (DF), Ann Gallacher (AG).

**Attendees (Practice):** Isata Green (IG) Practice Manager, Sarah Boltwood (SB) Practice Administrator.

**Apologies:** Jill Corpes


**Resigned:** N/A

**Introductions:** **FCL** welcomed everyone and thanked them for coming.

**\*Please see Practice Manager's notes to at the bottom of these minutes**

Action Items	Outcome	Who to Action
<p>1. Minutes approval from Tues 12<sup>th</sup> July 2016</p>	<p><b>FCL</b> updated the group on Physician Associates, <b>FCL</b> said that the CCG have decided to go through with this idea, however he said that when he discussed this with the practice they did not have any knowledge that it had been confirmed.</p> <p>It was highlighted that some patients may have problems accessing their records online via the Practice's website. It was stated that patients should contact the Practice and speak to a member of staff for clarification of the process and also if they encounter any problems accessing their records. Only the read-coded aspects of records can be viewed.</p> <p><b>*FCL</b> revisited the point on funding for the PPG and said that it was up to the surgery how they spend the money they get for global projects. It was suggested that going forward the group could request funding for particular things they may require but there would not be a set budget for the PPG. <b>CEP</b> suggested that they put items required in a budget format.</p>	



	<p>At the last meeting, <b>JP</b> said she had attended a local Diabetes UK group and had said that a lot of CCG's put money into these groups for education, however Guildford &amp; Waverley CCG does not, <b>JP</b> had asked <b>FCL</b> if he could raise this with the CCG and will email details to <b>FCL</b></p>	<b>JP &amp; FCL</b>
2. Constitution	<p><b>AD</b> went through the remaining points of the group's constitution. All points were discussed and voted on and agreed by a show of hands. <b>AD</b> has now updated the Constitution, please see attachment. This will need to have final approval at August's meeting.</p> <p style="text-align: center;">   draft constitution  ed2.docx </p>	<b>All</b>
3. AOB	<p><b>IG</b> asked the group if they had thought any more about the Practice patient surveys. <b>FCL</b> said it would be added as an agenda point for the next meeting. Members of the core PPG are to look at previous questionnaires and discuss at next meeting.</p> <p><b>FCL</b> said that he will add a point to the agenda for next meeting to set a date for the Annual General Meeting (AGM).</p> <p><b>CEP</b> raised a question to <b>IG</b> with regard to the proposed 1100 houses to be built in Normandy; <b>CEP</b> asked if the surgery were ready if the proposal goes ahead. <b>IG</b> stated that she had already considered the proposed additional housing and how this would affect the Practice. She had also thought about approaching the developers to find out if they had taken the provision of Healthcare Services to the potential new population into account. She had not done so yet as it is not clear whether or not this project will proceed and did not want to get involved at this stage. <b>IG</b> asked the group whether they felt it is a good time to approach the developers.</p> <p><b>CEP</b> will update <b>IG</b> to let her know if the issue of healthcare services was raised at any of the development meetings.</p>	<p><b>FCL</b></p> <p><b>FCL</b></p>

## Programme of Events

**Date of next meeting:** Tuesday 16<sup>th</sup> August 2.30 – 4.30pm @ Fairland's Medical Centre

**\*Please see below notes from Isata Green (Practice Manager)**

For further clarification, the CCG has since confirmed that Practices are not allocated funding to support PPGs and their activities and that a mistake was made in the interpretation of the wordings of the GMS Contract and Enhanced Services during the last PPG meeting held by the CCG. This email was sent to Frank and copied to Isata. Please find attached.