



Patient Participation Group, Datchet Health Centre

MINUTES OF THE PATIENT PARTICIPATION GROUP MEETING 26th January 2016 Datchet Health Centre Chair: Michael Shefras

Anita Kapur		Apologies
Ernie Addicott		Long-Term Sick
Jayne Crampton (Honorary Secretary)	JC	Present
Maryrose Simpson (New Practice Manager)	MRS	Present
Michael Shefras MBE - Chair	MS	Present
Pam Curry	PC	Present
Rowena Mignot		Apologies
Sandeep Sharma		Not present
Suresh Gogna	SG	Present
Vivien Walton	VW	Present
Margaret Holmes Pickering		Apologies
Romola Ganguli – Director – Heritage Health	RG	Present as a guest

1. **WELCOME and Apologies – Michael Shefras**
 - 1.1 Apologies. **MHP, RM and AK**
 - 1.2 **MRS**, was at a Partners meeting would join meeting as it finishes
 - 1.3 **INTRODUCTION – Romola Ganguli of Heritage Healthcare.** Attended as a **DHC Patient and as a visitor.**
2. **DHC PARTNER COMMENT.**
 - 2.1 Doctors apologised. They will be at the next meeting.
 - 2.1 **MARYROSE COMMENT.** - **MRS** announced DHC are investigating electronic noticeboard. This had been a PPG recommendations.

3. PROMOTION OF PPG.

- 3.1. Group has to consider future of the PPG.
- 3.2 There have been three retirements and only one new member – it is not sustainable.
- 3.3 The group have to consider ways to promote committee membership
- 3.4 It was noted that many elder patients do not have electronic communication. How to deal with this is important.

ACTION: Will re-address at the next meeting.

ACTION: JC to remind MS to contact the Datchet Chat and the Wraysbury news.

ACTION: ALL to think of ideas on how to develop and grow the PPG and to comment by email on how to make the Agenda more interesting.

ACTION: MS to design a A5 poster to put on the DHC noticeboard.

4. PATIENT SURVEY 2016.

- 4.1 The Patient Survey was emailed out on 15th December 2015. MS to talk to SG and JC to set a date, in February to discuss the results

5. HEALTH EVENING.

- 5.1 Agreed to be in a convenient date in the Wraysbury Village Hall week commencing 13 or 20 June.
- 5.2 Subject was discussed and discussion with doctors will commence.

ACTION: MS to speak to Dr Mick Watts about the subject.

ACTION: to think of stands that we will need for the Health Evening.

6. EXPANDING EMAIL LISTS.

- 6.1 JC was thanked for the effort of making a Christmas cake for DHC patients in return for an email address – this idea brought in 10 extra email addresses. Consider doing it again but leaving it at DHC a week earlier in Dec.

7. VIRTUAL MEMBERS - Discussed under Item 3 above

8. NEWSLETTER.

8.1 Was discussed and contribution was made from the committee.

- 8.2 MS would work to produce for distribution March, 2016

ACTION: MS to interview PC and SG.9.

E-BULLETIN – ISSUE NO 101.

- 9.1 This had been circulated to PPG and its contents actioned as necessary

10. NOTE NOTICES AND MATERIAL FROM NHS SOURCES.

10.1 **MS** had attended several meetings which he reported either by report or verbally.

11. WAM NETWORK MEETING

11.1 The next meeting is scheduled for next Thursday 4 February, 2016

12. FRIENDS AND FAMILY SURVERY REPORT.

12.1 **MRS** tabled the report – 94% of patients would recommend DHC.

13. CONFIRM NOTES/MINUTES OF MEETING HELD ON 5 NOVEMBER 2015.

13.1 All confirmed they were happy with the last notes/minutes. **MS** thanked **JC** for her prompt and efficient turn around on the Notes.

14. ANY OTHER ITEM.

ACTION: next Agenda – discuss evening times for PPG meetings

15. DATE OF NEXT MEETING – Thurs 17th March 2016 at 1.30pm

MS – 1 Feb, 2016