**SOVEREIGN PRACTICE PPG**

**MINUTES**

of full committee meeting held

at Princes Park Health Centre

on 13 February 2018

PRESENT: Patricia Palmer (chair), Roger Dine (vice chair), Ellen Laye (secretary),

Keith Ogden, Susan Chell, Rosann Miller, Pat Veal, Doug Harris, Glenn Townsend,

Dee Spencer, Jacky Moffatt, Lisa Pilley

APOLOGIES FOR ABSENCE: Barry Hatcher

The meeting commenced at 10.00 when Dee Spencer handed over the Chair to Patricia Palmer to start the first full meeting of the Sovereign Practice Patients’ Participation Group.

1. Patricia introduced herself, Roger (vice chair) and Ellen (secretary) as the Management Committee. She welcomed the group and asked that we work as a team. She assured everyone that everyone’s view would be respected and every idea considered. A strong team has a better chance of representing the views of the thousands of patients at this practice.

Patricia thanked Dee, Jacky, Lisa and Katie (Practice staff) for their help and encouragement during previous introductory meetings.

1. A discussion followed regarding the name of this new PPG. It was agreed, by unanimous vote, that we would he known as SOVEREIGN PRACTICE PPG.
2. Patricia then reported the details of the Management Committee members meeting on 07 February 2018, with Josh Broadway (Community Relations & Membership Engagement Officer, NHS Eastbourne, Hailsham & Seaford CCG and NHS Hastings & Rother CCG). He explained services, networks and grants available to PPGs, leaving website and contact details of various agencies we can access. The next quarterly PPG forum, open to all members, will be in Eastbourne between 3pm and 5pm, on 08 May 2018. Exact venue to be announced. Josh offered to return and address the full committee at a later date.
3. A discussion followed regarding our short term and long term aims. It was agreed our long term aim was to liaise between patients and practice staff. Our short term aims would probably be dictated by the replies to our proposed questionnaire to patients. Also, **KO** reminded us there were previous concerns already lodged on the website. He will bring details to next meeting. **ACTION KO**

Dee handed out a guide to writing effective questionnaires. We agreed to read it, along with the proposed leaflets about the PPG. It was agreed that we would all then send examples of questions/bullet points to **RD** who would collate all questions ready to present them for discussion at the next meeting. **ACTION ALL/RD.** **PV** offered to distribute the leaflets during morning surgery, at a later date.

1. There was discussion regarding promoting ourselves to patients. **PP** proposed a simple poster to be shown on the TV screen in reception. It was agreed to keep any promotions/posters simple, stating who we are, our aims and our intention to ask patients for their views. Discussion for next meeting.
2. Members anticipated some problems that may stem from the questionnaire ie. other agencies regarding loneliness, procedures for births, deaths etc. **SC** agreed to access [www.jocoxloneliness.org](http://www.jocoxlonliness.org) and **PV** offered to access a speaker from the Registration Service.
3. Alongside posters and leaflets, we need to keep the existing website updated. The practice has someone who maintains the PPG website, so Dee will send info of the procedure to the Management Committee to pass on to main committee. **GT** will take over our side of producing info for the website. He will pass it to Dee Spencer, who will give it to the member of staff to put on the website. **GT** will also take on the Virtual Group, which will be discussed next meeting.
4. It was agreed that a newsletter, both hard copy and on-line, would be something to think about after we feel we have something to say. **RM/PV** to consider a production at a later date.
5. Both Ellen and Dee have pursued banks willing to give us a bank account. It is proving difficult, so it was agreed that we would shelve it for now as we do not have any financial events arising in the near future. It may be possible, should we obtain grants or monies, to use Dee’s expenses account. Further discussion next meeting.
6. AOB. **DH** raised the wording in the proposed PPG patient leaflet “Safety Guidance”. It was suggested that part of the page could be replaced with details of the proposed Virtual PPG. **DH** to liaise with Dee Spencer and present at next meeting.
7. Date of the next full meeting: 13 March 2018 (10-12)

There being no further business, the meeting ended at 11.30.

Signed..........*PMPalmer*.................................... (Chair)

Date......*13 March 2018*......................