## NORTH COLCHESTER HEALTHCARE CENTRE PATIENT PARTICIPATION GROUP MINUTES OF MEETING HELD 27<sup>TH</sup> APRIL 2016

Attendees: Matt Farrell, Leila Priscott, Jean Wilson, Laurie Southwell, Yaa Dankwa Ampadu-Sackey, Nick Chenery and Syed Hadi

Chair and Minutes: Sharon Dixon – Deputy Service Manager

	Agenda Item	Notes	Owner	Action
1	Welcome and Introduction	Sharon (SD)  Welcomed the members and thanked them for		
		attending the meeting.		
		Outlined that there had been approximately 20 patients that has shown an interest as well as many virtual members and is delighted that so many patients wish to work with us constructively to help us provide the best service we can to all our patients.	SD	To follow up those who had originally shown an interest but has not received confirmation to join the group

	We are keen to establish a PPG as an independent, self-sufficient organisation and the first stage will be to agree a structure and terms of reference for the group.  In order to have a successful productive PPG would recommend at least 12 members for the core group and asked if anyone present knew of others that would be interested and to pass on my details for further information.	PPG	PPG members to encourage membership to the group
2 Introduction to a PPG Presentation	Potential PPG members have already been asked to provide a brief biography together with a photograph to aid them to vote for the positions of Chairperson, Vice Chairperson and Secretary. Everyone will be given the opportunity to vote in private via email to SD ready for the second meeting.  Once the vote is completed, any of those who were not voted for will be asked if they would like to be part of the core group. The voting process will ensure our core PPG is both as representative as possible of our patient base and have the time and skills necessary to make the PPG an effective, independent organisation.  SD provided a presentation, copy of which has been sent to all potential members.	SD	To obtain outstanding biographies

3	Terms of Reference	All members were asked to read the draft Terms of Reference. All members potentially agreed with the content but were asked to review and agree for the next meeting.	PPG	Members to agree content for next meeting
4	What don't we want from a PRG?	This was explained in the presentation that it is not a forum for individual complaints and those will be dealt with by SD outside of the PPG meetings.		
5	Patient Survey	The patient surveys are very important to encourage us to review and implement new ways of working where necessary. Some examples of which were shown in the presentation.  SD suggested that PPG members could help		
		with encouraging patients to complete these by coming in on days that suited.		
6	Date and Time of Next Meeting	It was agreed to hold the meetings at 7pm on a Wednesday evening. The next meeting to take place on 18 <sup>th</sup> May to appoint the Chairperson, Vice Chairperson and Secretary. Agree the Terms of Reference and Aims and Objectives.		
7	Any Other Business	All members present introduced themselves and outlined a brief biography.		
		SD agreed to send all documentation provided and a copy of the presentation.	SD	To email all documentation to members.

It was asked if the members would need to sign	n <b>SD</b>	To provide Confidentiality Agreement for next meeting
a confidentiality agreement. SD agreed to provide this for the next meeting.		