

Rothbury PPG Minutes 14th October 2019

Date & Time of Meeting:	6pm Monday 14th October 2019
Location:	Rothbury Community Hospital

PPG Attendees	Chris Butterworth, Helen Fremlin, Angela Sutton, Michael Grant, Phil Rolfe, Pauline Wilson, Kerrie Hedley
Practice Attendees	None
Apologies	Bill Richardson, Lynne Moulton, Susan Bowmer
Chair	Kerrie Hedley

Objective of the meeting: To discuss and agree Terms of Reference for the PPG.

#	Item	Actions
1	<p>Welcome and introductions</p> <p>The PPG members present gave a short introduction about themselves to the rest of the group.</p>	
2	<p>Apologies</p> <p>Formal apologies have been received from Bill Richardson, Lynne Moulton and Susan Bowmer.</p> <p>Three PPG members - Norman Dunn, Anthea Wilson and Margaret Sinclair have tendered their resignation.</p> <p>The group is currently made up of 22 members, excluding the recent resignations. The group agreed that it was important to ascertain who wishes to remain an active member of the group as engagement is seen as a key measure of success.</p>	<p>Kerrie to make contact with all PPG members who didn't attend this meeting or send formal apologies by 31st October 2019</p>
3	<p>Feedback on the Terms of Reference documents that were circulated</p> <p>(Documents included the Ponteland PPG TOR and current Rothbury PPG TOR - see appendix 1 and 2)</p> <p>The group shared their thoughts and feedback on the Terms of Reference documents and potential changes to the Rothbury PPG ones, the conversation is summarised below.</p> <p>The group felt we were not meeting frequently enough.</p> <p>The group felt it is important for clinical staff to be present at all meetings,</p>	

	<p>ideally the same team member for consistency and allow maximum tangible value for the practice. The group recognised that this may be difficult to achieve on occasion due to clinician rotas.</p> <p>The group were keen to have the opportunity to review some practice KPIs at each meeting. For example, the cervical screening KPI that the group requested was helpful to review at the last meeting.</p> <p>The group would like to formalise the governance of the group, to include more formal documentation of the meetings and actions.</p> <p>The group felt that the PPG currently felt a bit ‘lost and unstructured’ and lacked focus. There was also a feeling that actions aren’t always followed up promptly, however it was recognised that the infrequency of meetings may not help this.</p> <p>Kerrie shared some top tips from the meeting held with Gordon Allan, the Chair of Ponteland PPG. These included the benefit of standing agenda items such as KPIs, PPG members submitting questions to the chair in advance of the meeting to allow the practice to respond and a discussion to take place during the meetings and educational sessions for example social prescribing or care of the elderly.</p> <p>The group felt that the marketing of the PPG could be enhanced through multimodal communication methods - such as local newsletters - Over the bridges, Fram News, facebook, practice website, new resident welcome packs.</p> <p>The group noted that there seemed to be an open invitation to join the PPG, however that may not fit with the new TOR with regards to size of group. However, the group recognised that there was a need to have better representation of all demographics within the community on the PPG.</p>	<p>Chris to send Kerrie some thoughts around documentation of the minutes.</p> <p>Kerrie to get a list from Katie that we can review by 31st October 2019</p> <p>Kerrie to speak to Katie about process for marketing the group by 31st October 2019</p> <p>Chris to send introduce Kerrie to Over the Bridges editor.</p> <p>Kerrie to speak to Katie about open invitation to join the group by 31st October 2019</p>
4	<p>Agreement of our Terms of Reference</p> <p>The group agreed the following for the Terms of Reference:</p> <p>Size of the group - 12 PPG members Quorum for meetings - 5 PPG members and 1 clinician Meeting frequency - every other month Meeting length - one hour Meeting dates - the second monday, every other month Setting the agenda - chair to send an email requesting questions from PPG members three weeks ahead of a meeting, to share with the practice in advance of the meeting. Any agenda items not discussed at the meeting will be carried over to the next meeting. Meeting minutes - to be produced by a practice representative and circulated to the chair within 5 days of the meeting. The chair will get approval of the minutes via email. Non-attendance at meetings - if PPG members haven’t attended three consecutive meetings their involvement with the group will be reviewed</p>	<p>Kerrie to check with Katie that the meeting room is free for meetings every other month in 2020 by 31st October 2019.</p>

	<p>with the chair. There will, of course, be discretion for genuine reasons for absence.</p> <p>Deputy chair - the group agreed this was not necessary at this stage</p> <p>Secretary - the group agreed that a secretary from within the group was not necessary, however we would appreciate the support from the practice with minutes.</p> <p>TOR review - the TOR will be reviewed annually. Next review October 2020.</p> <p>Meeting location - meetings will be held face to face, however the group agreed it would be acceptable to introduce a video conference element to allow PPG members to attend remotely too.</p> <p>Content - the group agreed to review some practice KPIs at every meeting. The group agreed to trial having educational content at every other meeting. The group would like to have a staff update at every meeting from the practice.</p>	<p>Kerrie to draw up revised TOR document by 31st October 2019.</p>
5	<p>Date of next meeting</p> <p>Monday 9th December 2019.</p>	