



Minutes

White Horse Patient Participation Group

Core Group Meeting 14 May 2013

Medical Centre, Faringdon

18:30 hrs to 19:45 hrs

Present:

Gene Webb

Marcus Laphorn

John Mattingley (Rotating Minute Recorder)

Anne Thompson (Rotating Chair)

Emily Norton

Caroline Beaney

Jo Morgan

Apologies from

Leslie Slade

Graham Roberts

Dennis Belcher

Minutes per agenda item as issued by Caroline Beaney 7 May 2013

1. Welcome and introductions

Completed.

2. Volunteer to chair meeting

Anne volunteered and was accepted

3. Volunteer to take notes of meeting

John volunteered and was accepted

4. Volunteer to act as PPG secretary

Emily volunteered and was accepted.

Following scope of PPG Secretary Role was **agreed**:

- From **Marcus**: Only Secretary responsible for release of information that needs consent and agreement of all members of the Core Group. This includes web page content.
- Ensure new PPG members and Core Group are aware of PPG Secretary role and responsibilities

Other **agreements** under this Item:

- Those named above under 'Present' and 'Apologies from' form the PPG Core Group

- PPG email addressees will be limited to PPG Core Group only
- The 'yes' ✓ box on the White Horse Practice Web page for online appointments seeking consent to use patient email address for other purposes is to be interpreted as 'acceptable for PPG use'
- **Caroline** to ensure that emails released avoid the 'spam' limit.

5. Feedback re content for practice newsletter

Jo, Emily and Anne had met to suggest content. Draft copies were distributed to the attendees by **Anne**.

The following were **agreed**;

- **Anne** will send files of the draft copies distributed by email to the White Horse PPG Core Group
- The web page and a booklet will contain the same text but with appropriate layout
- All (except **Caroline and John**) to comment on priority of content for first edition. **Caroline and John** to receive final version prior to release.
- **John's** report on his 8 June 2013 visit to the NAPP Annual Conference in Bristol will be included in the second edition.
- Final copy to be agreed by the three partners via **Jo and Caroline** prior to release
- New NHS Commissioning **is not** to be included in the first edition

6. Feedback re PPG website

Cost of website is acceptable a £22 for 5 years – **Jo**

The following were **agreed**:

- URL (website address) to be whitehorsepracticeppg.org.uk
- **Gene** will be webmaster
- Comments to **Gene** before 28 May 13

Author's Note: also refer to Sections 7 and 8 below.

7. Update from Practice Managers re White Horse Practice

Agreed: Practice Managers information will be summarised in PPG webpages and Newsletter.

8. Update from Practice Managers re OCCG

No news available at the meeting but Meeting Notes released 20 May 13 by Dasa Miklosovicova, Commissioning Support Officer (South West Locality) Oxfordshire Clinical Commissioning Group for 16 April 2013 SWOL PPG Meeting.

Gene confirmed she is a member of SWOL representing White Horse PPG.

Agreed that new member from White Horse PPG needed for SWOL. **John** indicated his interest but could not confirm membership. Subsequent to meeting **John** (as author of these minutes) confirms he is already a member and will continue to represent White Horse PPG.

Agreed:

- the White Horse PPG website needs a SWOL update Section
- The next Newsletter from White Horse PPG needs to include the name of the new Carers Champion from the Practice.

9. Future initiatives by PPG members

Suggestions were:

- Improve Practice reception area
- John's activities supporting the White Horse Practice Management and understanding the groups and functions impacting the White Horse PPG.

10. Access to all PPG members contact details

Agreed: Completed prior to meeting

11. Any other business

NAPP related

- **Action: Jo** will email Core Group members website address for NAPP with password available for all Core Group
- **John** will attend Annual Meeting in Bristol on 8 June 13 and report back
- **Agreed** with **Marcus** proposal that NAPP PPG Awareness Week (1 June to 8 June 13) is not appropriate for this PPG at this time.

Open Meeting for all White Horse PPG members

- **Agreed Marcus** will
 - identify content and likely date with Dr Bartholomew and Core PPG members
 - distribute details including agenda and input as appropriate to White Horse PPG Core Group.

12. Date and Time of next PPG meeting

Agreed: Tuesday 10 September 2013, 6:30 pm at White Horse Medical Centre.

Final minutes prepared by John and distributed to White Horse PPG Core Group on 3 Jul 2013.