**The Field Road and Barnby Dun Surgeries**

**Patient Participation Group**

**Minutes of the meeting held on 17 September 2013**

Present: Mrs R Holdsworth Chair

Mr E Holdsworth

Mrs A Singleton

Mrs R Lea

Mrs D King

Mr J Waggitt

Mr C Henry Equalities & Patient Experience Manager

Dr M Wilkinson GP Partner

Mr P Kemm Practice Manager

**1.0 Introduction Action**

Mr J Waggitt has joined the group. Mr Waggitt lives in

Stainforth and has experience in health and safety training.

Mr Kemm welcomed Mr Waggitt to the group, and thanked

the other members of the group for attending the meeting.

**2.0 Matters Arising**

**2.1 Doncaster PPG Network Pilot Project**

Mr Henry updated the group on progress with the Doncaster

PPG Network Pilot Project that is now running in the South

East of Doncaster. There will be a meeting in Doncaster,

in the near future, to which the Chair and Vice Chair of our

PPG will be invited.

**2.2 Structure of the Patient Participation Group**

Mr Kemm advised the group of the work he had undertaken

to attract new members to the group from the Stainforth

area. This has involved articles in the patient newsletter,

practice website, notices in the surgery, and letters to

local groups.

Mr Waggitt advised the group that he had contacts with

the local Traveller community and that he would contact **JW**

them to seek representation on the PPG. Mr Henry offered **CH**

to contact Doncaster CVS as they have workers involved

with the Traveller community.

**2.3 Initial Work Plan**

Mrs Singleton had contacted the lady who lives in the

Stainforth area who she thought might wish to join the

PPG. Unfortunately she is no longer able to do this.

**3.0 Appointment of Chair**

The appointment of Chair was discussed as it was

recognised that it was difficult for Mr Kemm to both Chair

and minute the meeting. Mrs Holdsworth was proposed

and seconded for the role and will now be the Chair of

the PPG.

Mrs Lea was proposed and seconded for Vice Chair of

the PPG.

**4.0 Patient Survey**

The Group approved the use of the national CFEP patient

survey. This will require the completion of at least 240

of the 380 supplied patient survey forms. Mr Kemm

advised the group of the potential difficulties in

securing completion of the questionnaire in the surgery.

To address these difficulties it was suggested that a

possible drop off point at Weldricks Pharmacy when

patients collected their prescription might be helpful. Mr **PK**

Kemm will contact Weldricks.

The surveys will be completed by patients who have

had a consultation with a clinician in the practice.

**5.0 Care Quality Commission**

Mr Kemm briefed the group on the requirement of the

Practice to register with the Care Quality Commission

(CCG). This will involve a practice assessment visit by

the CCG. The CCG would like members of the PPG to

be available at the time of the visit. This was agreed by

the PPG members.

**6.0 Terms of Reference/Code of Conduct**

Mrs Holdsworth proposed that the PPG should have a

formal Terms of Reference and Code of Conduct.

Mr Henry offered to supply a draft document for **CH**

consideration by the PPG. Mrs Holdsworth will also **RH**

provide a draft document for consideration.

**7.0 Patient Participation/Reference Group**

There was a discussion about the two names for the Group,

Patient Participation Group (PPG) or Patient Reference

Group (PRG) Mr Henry and Mr Kemm explained the **PK**

different terms. It was agreed that the Group will now be

known as the Patient Participation Group.

**8.0 Commissioning of Local Services**

There was a discussion around the mechanisms for

commissioning local services for the practice. An

example was the loss of the practice physiotherapy

service. Mr Kemm explained the contracting mechanisms

currently in place by Doncaster Clinical Commissioning

Group (DCCG).

**9.0 Date and Time of the Next Meeting**

13.30 on Tuesday 26 November 2013. The Field Road

Surgery Stainforth.