**OLD SCHOOL SURGERY PATIENT PARTICIPATION GROUP**

**MINUTES**

**FIRST MEETING JUNE 9TH 2014 7.30PM**

**Present:** Katie Kinnersley (Practice Manager, acting as Chair), Claire Bonney (Surgery staff, acting as Secretary), Linda Evans (Staff Member), Ms Frances Boucher, Mr Brian Terry, Ms Carol Solly, Ms Janet Onslow, Ms Jennifer Morgan, Ms Steve Dungay, Ms Karen Derrick.

1. **WELCOME:** KK welcomes all to the meeting and introduces herself and Surgery staff members.
2. **What are Patient Group Participation Groups (PPGs):** PPGs have been in existence now for about 4-5 years. Old School Surgery have always had a very good relationship with their patients in terms of communication, and so to date had not felt the need to formalise a group. KK explained that a PPG can provide;

* Patients with a voice on their health care provision, help contribute ideas to the practice and the practice can then forward these ideas on to the CCG for their health care provision
* The general aim is to promote co-operation between the practice & patients and gain a better understanding of the issues affecting our patients and the issues affecting the practice.
* Patient participation in organising & developing a surgery survey with patient input regarding health provision at surgery
* There can be liaison with other local PPGs regarding local health issues.
* ? fundraising if wanted in the future

KK emphasised that this group/process is going to take time to bed in and become established, with gentle expectations only and that she would work with and support the group. The group needed to decide what they wanted from it themselves and what kind of format they wanted the group to take. It needs to be representative of the patient population and show total equality in its approach. She emphasised the growing importance of a more formal patient voice in the face of the forthcoming changes in primary and community healthcare that are being proposed by NHS England.

3. **What is a CCG? : Clinical Commissioning Group**,

Old School Surgery is a member of Canterbury & Coastal CCG (C4G) based at Brook House, John Wilson Business Park, Reeves Way, Chestfield, Whitstable, CT5 3DD.

There are currently 22 practices within this although this is changing as Practices merge and federate. Practices federating means that they are formally working together but still operate as independent practices in other ways. Merging practices, means just that, the Practice becomes one bigger practice with one lead. The Canterbury & Coastal CCG includes all Canterbury Practices, Herne Bay, Faversham, Whitstable, Boughton, The Butchery in Sandwich & Ash Surgery in Sandwich and Bridge HC, now called Canterbury Medical Centre since it merged with London Road Surgery in Canterbury.

The CCG is tasked with commissioning local services directed by NHS England and given a budget to achieve certain goals and targets. It has taken over from the old PCTs/Health Authorities, next level up is NHS England. The CCG formulates local health provision strategy but within NHS England guidelines.

KK gave some general facts;

* Primary Care sees 90% all patient contacts in NHS but has only 8.4% of NHS budget.
* The current strategy is to move more and more from secondary care to community, which will further impact on this budget.
* They are looking at a Hub & spokes approach to health provision.
* The ideal practice size for the future is judged to be 50,000, Whitstable HC currently has 35,000 patients. The Canterbury & Coastal CCG has approximately 216,003 patients within its 22 practices.

**As a PPG you would have a voice in helping to shape this and voice your opinion about the importance of continuity of care and the value of smaller practices etc.**

**4. WHAT IS CQC AND WHY IS IT IMPORTANT OR RELEVANT?** Care Quality Commission is an organisation which has been established to monitor and ensure compliance with certain standards of quality of care within healthcare facilities. It has been monitoring Care Homes for a number of years, but now all General Practices have to register with CQC.

CQC looks at 16 standards of quality and care in General Practice one of which is “respecting and involving patients who use the service”.

They visit practices to assess compliance, often with very little notice and will ask patients at the visit their views of the practice.

**5.** **WHAT DO WE WANT FROM A PPG AS A GROUP OF PATIENTS?**

We could possibly aim to meet ? 4 x annually and communicate electronically where possible and on the practice website and Chartham Village Facebook pages. In addition, we would need to have an Annual General meeting. All meetings to be advertised throughout practices and on practice website

**ORGANISATION OF GROUP:**

Needs to be as inclusive and representative as possible. Will need:

1. Chair, Deputy Chair, Secretary and Treasurer (if fundraising only) and another 4-6 members if possible. Can co-opt members as required
2. PLUS volunteers to help with other activities

Admin assistance provided by Surgery

At the next meeting we will aim to elect a **Chairperson** who is responsible for

* Managing & chairing meetings
* They must be a Lay member rather than a member of the Practice
* May represent Practice in wider public & patient engagement events to voice the PPG’s views

**DEPUTY CHAIRPERSON:** Supportive role or Chairperson

**SECRETARY**: responsible for

* Taking minutes & general admin
* This role may be undertaken by a member of staff from the practice

KK will support and work closely with the Group, so that this is not a daunting task.

KD asked that KK try and find a member from a local established PPG to come to the next meeting to talk about their experiences and their format and remit, to give us an idea potentially of what might be expected.

KK asked that everyone talked about the PPG with other Surgery patients to try and encourage involvement.

**6. DATE OF NEXT MEETING**: **MONDAY 7th July 7.30pm at Old School Surgery**.

7. **AOB**: Of General interest there is a website about an association for Patient Participation Groups which we might consider joining. [www.napp.org.uk](http://www.napp.org.uk)

KK mentioned the proposed Canterbury Pilgrims Hospice site closure due in 2016, which several patients have mentioned to her over the past weeks. It was reported that the Hospice have cancelled all future public consultation meetings. If you are interested in writing to express your opinion about this, you can write to:

1. Mr Steve Auty, Chief Executive Officer, Pilgrims Hospice, 56 London Road, Canterbury, CT2 8JA, and/or
2. Dr Claire Butler at the above address, and/or

3) Mr Julian Brazier, MP,

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