

North East Hampshire Patient Participation Group Meeting

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Meeting Details

Title: North East Hampshire Patient Participation Group Meeting
Date: 18th January 2012 **Time:** 19:00 - 21:00
Venue: Rushmoor Borough Council, Farnborough GU14 7JU
Meeting No: 03
Attendees:

Lead GP for the North East Hampshire Clinical Commissioning Group			Dr. Olive Fairbairn	√	
Head of Communications and Engagement			Mel McKeown	√	
Hampshire Link			Frank Rust	√	
Alexander House Surgery	Audrey Goodale	√	Monteagle Surgery	Tba	-
Branksomewood Healthcare Centre	Tba	-	North Camp Surgery	Colin Masters	√
Crandall New Surgery	Edna Ranger	√	Oaklands Practice		-
The Border Practice	Denis Shepherd Peter Smith (Dep)	- √	Richmond Surgery	Rikki Willis Donald Hepburn(Dep)	- √
Fleet Medical Centre	Wolfgang Hamann	√	Princes Gardens Surgery	Tba	-
Giffard Drive Surgery	Marilyn Saker	√	Southwood Medical Centre	John Baxter	√
Hartley Corner Surgery	Anne Strong	√	Southlea Group Practice	Tba	-
Jenner House Surgery	Brian Jupp	√	Victoria Practice	Peter Williams	X
Mayfield Medical Centre	Eric Mead Nicola Jones (dep)	√	Wellinton Practice	Tba	-
Milestone Surgery	John Debenham	√			-

Apologies: None:

Agenda:

- 1.0 Welcome and Introductions**
 - 2.0 Establishing terms of reference**
 - 2.1 Completion / distribution and agreement of the TOR
 - 3.0 CCG Candidate Selection**
 - 3.1 Report on Candidate selection Voting
 - 3.2 Candidate Nominations
 - 3.3 Returning officers - Selection Process
 - 4.0 CCG Updates**
 - 5.0 Meeting Process**
 - 5.1 Agreements made by the Group
 - 5.2 Disagreements - Process for re-review arbitration
 - 6.0 Meeting Officers Selection**
 - 6.1 NEH PPG Chairperson Selection
 - 6.2 NEH PPG Secretary Selection
 - 7.0 Any Other Business**
 - 8.0 Decisions made at this meeting**
 - 9.0 Date of Next Meeting**
- Close**

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Minutes of the Meeting

1.0 Welcome and Introductions

The meeting opened with an introduction of those present. Crondall New Surgery (Edna Ranger)was Welcomed to their first meeting

2.0 Establishing terms of reference

2.1 Completion / distribution and agreement of the TOR

The Term of Reference was distributed at the meeting. The TOR was reviewed and the group voted to accept the current TOR following the removal of item 3 , which referred to fund raising.

It was accepted that there were further refinements to be made and that the TOR represented best view today and would be seen as a work in progress.

A sub-group was set up under Donald Hepburn supported by Wolfgang Hamann and Eric Mead to continue to review of the TOR and to raise an agenda item at a later meeting to review any updates proposed by the sub-group.

3.0 CCG Candidate Selection

3.1 Report on Candidate selection Voting

A report on the candidate selection process was given. The group accepted the majority decision of 7 votes for Option B. The group to select the CCB representative from their group of representatives.

3.2 Candidate Nominations

The following process for election was agreed.

1: Any representatives who wished to be considered for nomination should complete a nomination form and send it by email to Frank Rust by 31st January.

2: Frank Rust would forward these to John Baxter who would distribute the forms to all and ask for a vote for a single candidate.

3: I will record the votes as done before and report the voting to the group at our next meeting.

4: The group would accept the nominee with the highest number of votes as CCB Representative

5. The group would accept the nominee with the second highest votes as Deputy CCB Representative

4.0 CCG Updates

No further CCG updates were given, However, Mel is to present at the next meeting

5.0 Meeting Process

There was a discussion on agreeing how the group were going to interact in the future. The following points were read and agreed.

1: Every Representative should be allowed to express their view.

2: We should strive to appreciate another representatives point of view

3: Where appropriate: Provide constructive feed back and receive it appropriately

4: We should discourage negative and derisory comments

5: We should avoid the use of capitals in email text as it is considered as shouting and is disrespectful.

6: Representatives will make decisions based on a majority vote and these decisions must be recorded in the minutes of the meeting.

7: Majority voting will be out of those attending the specific meeting where the vote is called.

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5.1 Agreements made by the Group

In particular following discussion, the group agreed that decisions could only be made by the group when $\frac{2}{3}$ of our group or a minimum of 10 were present.

Secondly the group agreed that only patients could vote.

We have at least 4 PPGs that have no current representative attending.

A sub-group was set up under Ron Baker to contact those missing PPGs and to encourage participation. (John to send contact details)

6.0 Meeting Officers Selection

The groups decided to hold the selection of Chairperson and Secretary until the next meeting following the CCB decision. The process will be :-

1: Any representatives who wished to be considered for nomination for Chairperson or Secretary should complete a nomination form and send it by email to Frank Rust by 14th February.

2: The group will vote for Chairperson and Deputy at the 15th February Meeting

3: The group will vote for Secretary and Deputy at the 15th February Meeting

7.0 Any Other Business

Wolfgang Hamann raised a question regarding the statistical relevance of the patient surveys being completed at local PPGs. Mel McKeown took an action to provide a suitable name who could respond to the question. Wolfgang to consider raising an agenda item at a later date to follow up these concerns once he has had the opportunity to receive feedback.

Anne Strong raised a question regarding the quality of service relating to Community Nursing. She gave a brief outline of her locality experience of deteriorating care and sought to get a rounded view for the North East Hampshire area

A sub-group was set up under Anne Strong to investigate Community Nursing experience. The group accepted the action to give Anne feedback for each of their localities over the next 2 months.

Mel Mekown advised that updated profiles are now available for NEH and the group accepted her offer to present these at the next meeting.

8.0 Decisions made at this meeting

The decision noted above were reviewed and confirmed

9.0 Date of Next Meeting

The next meeting will be on 15th February

Future Meeting Dates: 21st March, 18th April, 16th May, 20th June

The meeting Closed