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Patient Participation Group (PPG) Meeting

Date: Tuesday 17th April 2018

Attendees:

- Mr Stephen Wells (SW) - Chair
- Mr Ray Hill (RH)
- Mr Frank Bocchi (FB)
- Ms Helen Kakouris (HK)
- Dr A Bhagat (AB)
- Mrs Rosemary Maduike (RM)

Agenda Item	Action by	Due date
<ul style="list-style-type: none"> - Welcome and introductions - Minutes of previous formal meeting 23 May 2017 - Building improvements - General Data Protection Regulation (GDPR) - Growing our PPG - PPG Awareness Week 04 – 09 June 2018 and N.A.P.P. Annual Conference 09 June - Any other business and Future meetings (date and location) 		
<p>Welcome and introductions</p> <ul style="list-style-type: none"> - The Chair did the introduction and opened the meeting. - All in attendance introduced themselves. - The Chair welcomed Helen Kakouris to her first formal meeting of the group. 		
<p>Minutes of previous meetings</p> <ul style="list-style-type: none"> - SW updated the gGoup on previous meeting 		
<p>Building Improvement across sites</p> <ul style="list-style-type: none"> - AB thanked the administration team for their effort, support and commitment during the refurbishment across the three sites. - AB updated members on the financial contributions by the Practice and the Enfield NHS Clinical Commissioning Group. All clinical spaces were updated to current good practice standards, and decoration in waiting rooms and other public spaces refreshed. 		

<ul style="list-style-type: none"> - The Group discussed the standard of the work and the surgery's readiness for the next CQC visit, likely to be in the 2019/20 financial year - Suggestions for improvements were discussed, including upgrading the back covers for sitting areas, improving information notices and posters on doors, and painting of room(s) and presentations of displays. - AB confirmed that the Practice hopes to upgrade the waiting rooms in the near future. 		
<p>General Data Protection Regulation (GDPR)</p> <ul style="list-style-type: none"> - AB updated the Group on progress in implementing the new regulations - RM gave updates on the current plan from the ECCG (Enfield Clinical Commissioning Group) – practices are currently waiting for update and appointment of data protection officers to comply with new regulations. The Group will be updated as ECCG give more information. - As the new regulation places considerable emphasis on individuals' needing to confirm that they were willing to receive communications from all kinds of organisation, the Group agreed that the Chair should write to PPG members seeking positive agreement to further PPG communications. 	SW	25 May
<p>Recruitment of new PPG members</p> <ul style="list-style-type: none"> - Members of the Group suggested that an evening meeting will encourage more patients to join and get involved in the group. - A 7pm start time meeting was agreed for the next formal meeting of the PPG - With the new time it was agreed that more notice should be given for easy management by potential new and current members. - FB and HK volunteered to host meetings if for any reason the surgery is not available especially for informal group meetings. - SW suggested that meeting rooms were available the local library for a fee, but the Group agreed to use any surgery site. 	All PPG members	
<p>PPG Awareness Week 04 – 09 June 2018 and N.A.P.P. Annual Conference 09 June</p>		

<p>PPG Constitution</p> <ul style="list-style-type: none"> - SW suggested that the PPG constitution needs to be reviewed, the Group agreed. SW to prepare a draft. <p>PPG Communication</p> <ul style="list-style-type: none"> - AB suggested setting up a Whatsapp group to facilitate informal PPG communications RM to set up. - SW suggested that the PPG constitution needs to be reviewed, the Group agreed. SW to prepare a draft. <p>QOF status</p> <ul style="list-style-type: none"> - AB updated members that the practice Quality and Outcomes Framework is good to the end of last year (April 2018). Note: The Quality and Outcomes Framework (QOF) is a system for the performance management and payment of general practitioners (GPs) in the National Health Service (NHS) in England, Wales, Scotland and Northern Ireland. It was introduced as part of the new general medical services (GMS) contract in April 2004, replacing various other fee arrangements. 	<p>SW</p> <p>RM</p> <p>SW</p>	<p>Done</p>
<p>Next meeting (date and location)</p> <ul style="list-style-type: none"> - To be advised – Likely to be October 2018, and an evening meeting as agreed. 	<p>RM/SW</p>	