**Notes on Meeting to discuss Primrose Hill Practice Patient Participation Group**

**Tuesday 15 October 2013**

**Primrose Hill Community Centre 4 -5,30 pm**

Present: Donika Xhixha practice Manager) Barbara ?? Senior receptionist, Jessica Bucke, Sylvia Jacobs Anne King, Imre Lake, Doro Marden, Jeremy Noble, Barbara Rosebaum, Barbara Wood, ,

**Apologies**: Eleanor S, Theresa H

**Introduction and Background:**

Donika said that this was the second meeting to discuss a possible Patient Participation Group, and the aim was to set up a structure with chair, vice chair and secretary with a schedule of meetings.

She read out the notes of the last meeting.

Donika said that there might be some funding available for supporting administrative costs.

There was a round of introductions and expressions of interest - which included:

* concerns about changes to the NHS
* communication between patients and the surgery (two way)
* problems for visually impaired patients
* mental health issues
* prevention and community links
* problems for carers
* continuity of relationships with doctors

Barbara W who had experience of patient participation in various settings and of the National Association for Patient Participation (www,napp.co.uk) pointed out that a PPG does not have statutory powers, it can advise and make suggestions about the practice it is based on. There will be little chance for impact on wider issues in the NHS.

Primrose Hill Practice does not have a representative on the Governing Board of the Clinical Commissioning Group, (the new body which commissions all kinds of health services for local areas) though the practice like all practices is a member and Dr Bradley does attend Board meetings which are also open to the public.

**Structure of the Practice**

Donika told us that Dr Elizabeth Bradley is the Senior Partner, and Dr Jane Lim the other partner in the practice, other doctors are employed on a sessional basis, there are no locums or trainees. There is a nurse, 3 receptionists, Donika as practice manager and 3 administrative staff. GP practices are like a private business with a contract from the health service.

There had recently been an inspection of the practice by the Care Quality Commission. The group requested to see a copy of this, and that it should be accessible via the website.

**Information and Communication**

Donika reported that the practice was creating a new website, which could be managed in house and would give a lot more information. There was some concern that the PPG should have input into this before it went live (in early December) Barbara W recommended that we look at the Adelaide Road Practice website -their PPG had been going some time and we could learn from them.

Other communication issues were discussed - including the problem of timings of meetings excluding people working or with children. Donika said that she could not attend meetings after 6pm because of family commitments.

**Decisions**

`it was agreed that:

Imre Lake should be Chair of the PPG and Barbara Wood vice chair.

Doro Marden and Barbara Rosenbaum would share being secretary.

It was felt important for the PPG to have a doctor present at meetings if we were going to give our time as volunteers .

Terms of Reference should be agreed at the next meeting and would include Frequency of meetings

Timings of meetings

Notice of meetings, with an agenda at least 2 weeks before

Topics for the next several meetings should be fixed, and ways to publicise them agreed. The next meeting should focus on the new website and other means of communication.

A date for the next meeting in the week beginning 18 November, timing to be confirmed when Donika had spoken to the doctors.

**NB Date now fixed for Tues 10 December 5pm at PH Community Centre**

**Dr Bradley will attend.**

DM 22.10.2013