**BUXTED, EAST HOATHLY & HORAM PATIENT PARTICIPATION GROUP (PPG)**

**Minutes of PPG meeting held on Friday 22nd July 2022**

**4.30pm pm by Video Call**

**Present**: Linda Pugsley (Chair), Stephanie Newman, Vanessa Biggs, Jonathan Walker, Alison Ledward and Lynne Fraser.

|  |  |  |
| --- | --- | --- |
|  | **TOPIC** | **ACTION**  **BY** |
| 1. | **Apologies for absence:**  Stephanie McKenzie-Hill  Bob Ruthven  Charlotte Luck – Practice Director |  |
| 2. | **Adoption of Minutes of Last Meeting held on~~:~~** **17th May 2022**  Minutes were agreed as a correct record. A minor amendment to change Sue Townsend to Sue Trenchard. |  |
| 3. | **Matters Arising from the minutes of the 17th May:**  None  Noted that Norman Pugsley, Quentin Birch & Pat Linfield had resigned.  Prior to today resignations had also been received from John Wenham, due to concerns with our lack of impact on the Practice by the PPG  Julie Meredith – due to work commitments, as she is supporting the upcoming vaccination programme, conflict of interest as working for the Practice.  Carol Sweetland disillusioned with PPG/Practice co-operation |  |
| 4. | **Annual Report/Election/Draw of Officers:**  **Linda Pugsley (Chair) read out the Annual Report to the group.**  **Annual Report**  The Annual report was provided by the Chair and read out fully to the group. The report covered 2 years as there was no AGM last year due to Covid 19.  Members were pleased with the report as it was fully comprehensive and reviewed a range of accomplishments and the challenges faced by the PPG.  The report was endorsed by the group.  The full report is available for all PPG members and will be shared with Practice Director.    **Election/Draw of Officers**  **Secretary Post** – Jonathan Walker (JW) had seen some guidance from NHS England for PPGs to get support from the practice with minute taking. JW agreed to circulate this for the new Chair to discuss with Charlotte Luck (CL)  **Chair Post – Rolling 3 month period**  Alison Ledward (AL) put her name forward for the first 3 months as Chair and this was agreed by the group.  The draw then took place for a rolling Chair for 3 months each, the names were as follow:  Jonathan Walker  Lynne Fraser  Vanessa Biggs  Bob Ruthven  Linda Pugsley  Julie Meredith  Stephanie Newman  **Vice Chair – 3 month period**  Jonathan Walker | JW    Chair/CL |
| 5. | **Constitution – Updates**  Updated on 30th June to change the name of the Patient Representative Group (PRG), which is now known as the High Weald Patient Participation Group Forum.  Length of time in the Chair and offices agreed as a 2 year term not 3 years.  This led to the decision to look at our constitution in more detail and to bring it update.  A small working group was agreed to convene to review the constitution:  Alison Ledward, Jon Walker, and Lynne Fraser agreed to be members.  Stephanie Newman (SN) had circulated to the Chair a more up to date document than the CQC document on ‘A Guide for Patient Participation Groups’, which shared some good guiding principles, Chair agreed to circulate to all. Jonathan Walker had also found some useful links to running a PPG. All were circulated after the meeting.    **Recruitment of new PPG members:**  The group agreed this would be useful to start after the summer holidays. As we need to ensure that we have a good broad spread of representation across the 3 surgeries and a more diverse patient cohort.  JW suggested it might be helpful to get the surgeries help with this and ask if they could help us with advertising this to their patient population. LP was happy to design and run a screen slide but we need to be careful not to be overrun with applicants. | Chair              New Chair AL/CL |
| 6. | **Up-date from the surgery:**  No update was available, no surgery representative at the meeting. |  |
| 7. | **A.O.B**  Linda was thanked for her work as Chair over the last two challenging years. |  |
| 8. | **Date of next meeting:**  **September date TBC** from a few dates suggested by Alison. |  |