

## **Chipping Norton Patient Participation Group Meeting Notes**

<b>Meeting purpose</b>	<b>CNHC PPG Steering Group meeting – May 2018</b>
<b>Attendees</b>	Peter Branson (PB), Chris Bean – CNHC (CB), Sue Chapman (SC), Kris Chodynieski – CNHC (KC), Chris Gascoigne (CG), Betty Griffiths (BG), Steph Harrison (SH), Chris Knowles (CK), Jan Cottle (JC), Moira Packer (MP), Dave Winpenny (DW)
<b>Apologies</b>	Alice Burns (AB),
<b>Date</b>	14 <sup>th</sup> May 2018

<b>Notes</b>	<b>Action</b>
Declarations of interest taken	
Minutes from February 2018 meeting were accepted. <b>PPG notice board:</b> KC will arrange for this to be installed.	KC
<b>Introductions for new Steering Group members.</b> New member (SH) introduced to the group.	
<b>Chipping Norton Organisations/Clubs Day – June 2<sup>nd</sup> @ CN Town Hall</b> The event was discussed in detail – it was decided that the PPG would concentrate on raising awareness in the community of the PPG and the changes occurring in primary care & CNHC. The PPG will use the new practice handouts, PPG newsletter & MyPPG registration as the primary communications. There will be a suggestions box provided by CNHC that can be used by patients to make confidential comments for consideration and feedback. PB will make necessary arrangements for staffing, etc. and will contact PPG members in due course	PB
KC will supply CNHC suggestions form to DW for modification ahead of the event with an emphasis on “what would you improve at CNHC”	KC
<b>National PPG week – 4<sup>th</sup> to 10<sup>th</sup> June</b> Will use similar materials to the Town Hall day and will man a table in CNHC during the week. DW will contact all Steering Group members to determine staffing.	DW
<b>Celebrating 70 years of the NHS</b> The NHS has several resources including <a href="http://www.nhs70.nhs.uk">www.nhs70.nhs.uk</a> that are being used to communicate the 70 <sup>th</sup> anniversary of the NHS. The official celebration date is 7 <sup>th</sup> July and the PPG will use the online resources to improve awareness amongst the patients.	DW
<b>Newsletter</b> Next newsletter is due for publication week commencing 6 <sup>th</sup> August – request was made for articles for this edition. 4 agreed articles: <ul style="list-style-type: none"> <li>• Patient experience to be written by DW,</li> <li>Child related treatment by KC,</li> <li>• ‘Meet the doctor’ article by KC,</li> <li>• Appointment update by CB/CK</li> </ul>	DW KC KC CB/CK
<b>League of Friends AGM</b> It was not know which doctor would be presenting at the AGM.	
<b>Community meeting</b> Due to time constraints, this item will be discussed at the next meeting	
<b>Next 6 month meeting schedule</b> Agreement was reached that the meeting schedule would be monthly during the 2 <sup>nd</sup> week of the month on a Friday afternoon or Monday evening. DW to send schedule to all Steering Group members.	DW

<p><b>Working group updates</b></p> <p><b>Social media</b> – going well with over 300 members of the Facebook group and good interchange of postings from CNHC. Twitter community is slower to build and blog is available – Town Hall day will help awareness.</p> <p><b>Social Prescribing</b> – going well with training for staff undertaken and first sign posting for patients has in play.</p> <p><b>Youth Forum</b> – given examination schedules, etc will look for a next steps at the beginning of the next academic year. Contact has been made with correct people at CN School to ensure success.</p>	<p>DW</p> <p>MP</p> <p>BG</p>
<p><b>CNHC help required/requested</b></p> <p>Discussions re what can the PPG do to help CNHC. Items discussed were:</p> <ul style="list-style-type: none"> <li>• How to engage with volunteers?</li> <li>• How to engage with a wider demographic of the patient base?</li> <li>• Work experience at CNHC</li> </ul> <p>Feedback was taken and BG indicated an interest in discussing further with CNHC.</p>	<p>BG</p>
<p><b>AOB</b></p> <p><b>NOLF</b> – PB will continue as representative for CNHC</p> <p><b>Mental Health Nurses</b> – has been a very positive change for CNHC and has received great feedback from patients and doctors alike.</p> <p><b>CNHC systems and processes</b> – CB offered to help any member of the PPG Steering Group gain a greater understanding if so wished. Members should contact CB directly to arrange</p> <p><b>Survey data</b> – data is available from the Friends and Family surveys for analysis - KC will provide to DW – newsletter article will be developed from data.</p>	<p>PB</p> <p>ALL</p> <p>DW</p>
<p><b>Meeting closed at 9:10pm</b></p>	