

<b>Meeting purpose</b>	CNHC PPG Steering Group meeting – 10 <sup>th</sup> September 2018
<b>Attendees</b>	Dave Winpenny (DW), Betty Griffiths (BG), Steph Harrison-White (SHW), Peter Branson (PB), Chris Knowles (CK)
<b>Apologies</b>	Sue Chapman (SC), Jan Cottle (JC), Moira Packer (MP), Chris Gascoigne (CG), Nick Parker (NP), Kris Chodyniecki – CNHC (KC), Chris Bean – CNHC (CB)
<b>Date</b>	10 <sup>th</sup> September 2018

Notes	Action
Declarations of interest taken	-
<b>Minutes from August 2018</b> <ul style="list-style-type: none"> <li>Accepted</li> <li>Chippy Wellfest, 29<sup>th</sup> September @ CN Theatre, all set although there will be no representative from CNHC</li> <li>Shipston PPG have meetings every 6 weeks, one just PPG steering group members, one with Centre Practice manager and a Clinician</li> <li>CQC measures and reviews, ask for information,</li> </ul>	SHW
<b>CNHC Flu injection days</b> <ul style="list-style-type: none"> <li>Suggested that we have a short questionnaire to use at these days to ascertain opinions (mainly of the over 60's at these events) and advertise the PPG</li> <li><b>Much discussion</b> was had on this subject circulating around GDPR/what we want to know, what the Practice already knows/how we and the practice could use any information or opinions and when could we carry any sort of surveys out, see appendix for brief summary of ideas expressed.</li> <li><b>Conclusion:</b> Chris to draft a paper; Dave to draw up the survey sheet from this and circulate to the Steering Group</li> </ul>	CK/DW
<b>Diabetes Day</b> Not discussed	-
<b>Annual Patient meeting</b> To be organised for next year	All
<b>Newsletter</b> <ul style="list-style-type: none"> <li>Next one planned for October, need articles</li> <li>Include info from the NHS Survey</li> <li>Nick Parker (NP) agreed to provide a “patient story” for the next newsletter.</li> </ul>	ALL DW NP
<b>GDPR</b> <ul style="list-style-type: none"> <li>Look at National Guidelines on Ref Groups and GDPR</li> <li>Draw up suitable for with appropriate wording on use, privacy and security</li> </ul>	DW
<b>Surveys</b> <ul style="list-style-type: none"> <li>Ask those attending the Centre their opinion</li> <li>Ask patients at:                             <ul style="list-style-type: none"> <li>Flu clinics</li> <li>Walk-in appointments</li> <li>Door to door</li> </ul> </li> <li>NHS Survey recently released – awaiting CNHC review and feedback</li> <li>Review Friends and Family</li> </ul>	CB
<b>Leaflet drop?</b> <ul style="list-style-type: none"> <li>To all homes?</li> <li>Centrally</li> <li>Via CN News</li> <li>At the Practice</li> </ul>	TBD

<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Expansion in Chipping Norton: Robert Courts MP is on board, Dave to e-mail him</li> <li>• Concern over patients with low white cell count being exposed, they need a safe environment.</li> <li>• Process of joining Steering Group: continue the interview process as set up</li> <li>• Suggested that we use the CQC structure for future meetings, not too sure where we find this or how we use, perhaps Stephanie could help please?</li> <li>• Lastly please note that Chris Gascoigne has reluctantly decided to step down from this Group due to the pressure of work. He is ready to assist if required and available. Thank you to Chris for his time and efforts, we will keep in touch</li> </ul>	<p>DW CB  DW PB/SHW</p>
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**Next meeting will be held at CNHC on Friday 12<sup>th</sup> October @ 2:00pm**