

## Horndean Surgery

### Patent Participation Group Committee Meeting

Minutes of Meeting held at Horndean Surgery

05.02.2024

#### Member present

SL, AS, DT, RL, CR, TB, TL, S[P]K, JF

#### Practice Partners Present

Dr CM, Dr ZH, JS

#### Apologies received

AM, AI

#### 1 Welcome and Introductions

JS thanked everyone for coming along and introduced herself to the group. She invited everyone to introduce themselves too as although everyone had been sent a copy of the candidate statements it was agreed it was good to put a face to a name.

#### 2 Terms of Reference including aims and objective of the PPG

It was noted that everyone had previously received copy of the Terms of Reference [TOR] but for quick reminder additional copies were provided. JS asked if anyone had any questions relating to them. ZH highlighted that although the TOR stated that the committee would have a maximum of 10 members, the practice had received 11 excellent statements and were keen to elect all those who had expressed an interest to join the PPG committee. This was agreed by all those present and it was noted that JS would amend the TOR accordingly and send out with the minutes of the meeting.

The number of committee members needed for a quorum was also discussed as the TOR states 5. Due to the agreed change in committee member numbers, this longer represents 50% of the group so it was agreed that the TOR be changed to 6.

It was mentioned that the TOR states that a notice board will be available for use by the PPG. It was confirmed that this will be arranged.

### 3 Election of Chair, Deputy chair and Secretary

After some discussion the committee received a volunteer for each of the following roles. Therefore no voting was required and the roles of Chair, Deputy Chair and Secretary were elected accordingly.

PPG Chair                      TB

Deputy Chair                 DT

Secretary                     JF

For communication purposes everyone agreed to share email addresses and mobile numbers and JS agreed to forward these details the Chair and secretary. A WhatsApp group was also discussed as a useful form of communication for the committee and the secretary will set up. JS will forward email address and mobile numbers of those not present once consent has been sort.

### 4 National Association for Patient Participation [NAPP]

JS informed the committee of a national support association for PPGs called NAPP. Derek explained that this association was where the draft TOR had been obtained. These were then adapted for Horndean surgery. JS agreed to meet with the secretary and Chair to discuss further and set up an account.

JS also mentioned that there are some local PPG groups within the East Hampshire primary care team of which Horndean surgery is a member. She suggested that she invite some members from another group to join the next meeting to chat informally about their role. This was agreed.

JS also highlighted that the PCN had recently met with local PPGs and suggested she invite the business manager for the PCN along to the next meeting too. This was also agreed.

### 5 Date of next meeting

Date of next meeting was confirmed for the 25<sup>th</sup> March at 6pm at Horndean Surgery.