

Hodnet Patient Participation Group

Inaugural meeting: Thurs 4th December 2014 at The Bear, Hodnet

Present: Karen Calder, Christine Charlesworth, Mary Hardy, Derek Hodge (Chair), Zyg Nilski, Mandy Pilling, Christine Poole, Dr N. Raichura, Amy Roberts.

After introductions, DH then NR reviewed the aims and objectives of the PPG. It was agreed that DH would continue to act as Chair of the Group.

The Hodnet PPG has now been registered with the national PPG scheme.

DH and **CC** to look through the paperwork which has been provided and deal with any admin arising from the registration.

The draft TORs which DH had drafted were reviewed and discussed. Our Registration Number should be added to the TORs of the Hodnet Group. It was agreed to delete bullet point 4 from the list of objectives (Collect patient opinions and experiences....) and replace it with a slightly altered version of point 2 from the N.A.P.P. Document which DH had circulated. The new objective would now read as follows:

- to be a "critical friend" to the Practice by providing feedback on the community's needs, concerns and interests, and challenging the Practice constructively whenever necessary.

DH to action and to circulate the amended TORs.

It was agreed that **up to** 4 formal meetings a year should suffice. Also that each of these should be preceded by an informal get-together about a week in advance to agree agenda items, gather data and make adequate preparations for the full meeting.

Some discussion ensued about how best to gather information and responses from the patient community as a whole. It would be good to make use of the recently established Practice website in this regard.

It was also noted that in order to reflect the views of the whole community, it would also be necessary to make paper copies available in strategic locations around the Practice catchment area, as not all patients are computer-users.

DH and **CC** to discuss how best this could be used for sending and receiving questionnaires, surveys, etc. in future.

CC to prepare a poster for display in the surgery to inform patients about the creation of and objectives of the Hodnet PPG and to include the names of group members, plus contact details.

All group members to forward their contact details to **CC** info **DH**.

DH to convene next meeting (March 2015), inform group members of its date and the preceding planning session, and circulate action notes from this meeting.

8 Dec 14