

## **TADLEY PATIENT PARTICIPATION GROUP**

### **Minutes of a meeting held on Wednesday 3<sup>rd</sup> December in the Conference room at Holmwood Surgery at 6:45 p.m.**

Attended by: Paul Woodgate (Chair), Hayley Bone, Val Turnbull, John Davis, Dr Annie Hogan (after surgery ended), Alison Jenner, Heidi Williams and Hazel Metcalfe

#### **1 TALK BY GILLY DUCKWORTH**

PW introduced Gilly who works for the North Hampshire Clinical Commissioning Group (CCG). She outlined the role that she, and her colleague Anne Phillips, have in promoting and supporting local PPG groups.

These included:

- Writing press releases for the Basingstoke Gazette and Newbury Weekly News to share successes
- Running Facebook and Twitter accounts
- Writing surveys or reports e.g. using Survey Monkey online
- Ensuring clear messages are sent to relevant parties
- Supporting a PPG /Practice Community Health Fayre similar to one held in Alton
- Providing resources for stands at village fetes etc.
- Providing advice beginning with 'take on a maximum of one issue a quarter because if you try to achieve too much at once nothing will be completed fully'.

She explained that the CCG produces a month by month calendar showing both national and local health-related promotions which she will forward as soon as it is finalised.

Responses from the committee:

- JD will be the Marketing Lead for the PPG. He will write a draft marketing plan and circulate it for discussion.
- JD offered a stand for a PPG promotion at the Silchester Fun Run
- Any press releases need to also be sent to the Newbury Weekly News who cover the Tadley area on their North Hampshire page
- The committee needs to clarify its role and its audience
- The Practice already has a Facebook page run by two of the partners. Experience of Facebook by some committee members and the practice staff suggests we should keep the page under the same conditions as now
- AJ suggested the wise use of medicines would be a good theme to tackle with support from the CCG
- The need to reach out to a wider group of patients, specifically ethnic minority groups and young people was recognised

PW thanked Gilly and she left the meeting.

## **2. APOLOGIES**

Apologies were received from Kate Hebden (Wright), Matthew Burden, Lorraine Burden, Claire Chambers, Alan Chambers, Peter Parsons, Gillian Tomlins and Graham Wright.

(Apologies were later received from Derek Heath.)

This meant that there was not a quorum so all decisions had to be referred the next meeting.

## **3. MINUTES OF THE MEETING HELD ON 024/09/2014**

The minutes were agreed as a true record of this meeting.

## **4. MATTERS ARISING**

Poster for young people:

HB (Vice-chairman) will liaise with MB offering support to complete this.

## **5. CHAIRMAN'S REPORT**

a) NHS conference:

PW described a conference 'Preventing Harm in the NHS' which he had attended in Southampton. He, along with two patients from other practices, had given a personal account of experience of the NHS to the delegates. Although not sure of the outcomes of the conference he felt that it had been a worthwhile day. He will circulate the resources from the event.

b) PW asked for impressions from Gilly's talk. Those present agreed that the CCG is trying to get the PPG to do too much, that the Facebook page is not a good idea but that support to produce a newsletter would be.

The meeting was declared closed at 8:28 p.m.

## **6. DATE OF NEXT MEETING - Wednesday 25<sup>th</sup> February at 6:30 p.m.**

**H Metcalfe**

**10/03/14**