

**ELM HOUSE SURGERY AND CATOR MEDICAL CENTRE
PATIENT PARTICIPATION GROUP MINUTES**

**Weds 18th October 2023 at 12.30pm
in the Muirhead Room at the Beckenham Beacon**

Present	Initials	Apologies	Initials
John Hilliger (Chair)	JH	Cecile Duerinckx	CD
Dr Haroon Yazdani (GP Partner)	HY	Graeme Thompson	GT
Geoff Cook (Secretary)	GC	Jane Ching	JC
Diana Davidson	DD	Mark Phillips	MP
Simon Chalk	SC		
David Hughes	DH		
Helen Parker	HP		
Glo Sherman	GS		
Graeme Thomson	GT		
Nolene Harris	NH		
Tony Mayhew	TM		
Yvonne Mason	YM		

Agenda Item No.	Agenda Topic	Action Points
1.	<p>Introduction by the Chair (JH)</p> <p>The purpose of this meeting is to concentrate on re-evaluating the PPG's Terms of Reference and not to discuss general practice business items.</p> <p>Dr Yazdani joined the meeting to ask for feedback on Anima so that he can pass comments back to Anima for improvement purposes.</p>	
2.	<p>Discussion re the draft Terms of Reference (the various sections that make up the PPG Constitution) GC drew up:</p> <p>Objectives text agreed, including to become affiliated to the National Association of PPGs (NAPP)</p> <p>Membership text agreed.</p> <p>Aims Communication, Patient charter, Health education, Community needs, Primary Care Trusts text all agreed.</p> <p>GC to send a list of primary care topics to all PPG members so that they can decide if they would like to become a champion for any specific areas of interest.</p> <p>Omit text, 'Practice based commissioning group' and leave as Bromley PCN</p>	<p>?</p> <p>GC</p> <p>GC</p>

	<p>Alterations to the Constitution text agreed.</p> <p>PPG Membership Committee</p> <p>A long discussion took place regarding the various secretariat roles. It was agreed that there should be a Chairperson, a Vice-Chairperson (chairing meetings should not be rotated at meetings), a GP Partner (or GP Practice Manager) and a Secretary as the Secretariat.</p> <p>The group was unable to decide on the wording for how the minimum and maximum number of committee members should be described and the length of term of positions.</p> <p>Simon Chalk (SC) would draw up and email a list of the options to all PPG members which would be voted on at the next PPG Business Meeting (date to be confirmed).</p> <p>It was agreed that additional members can be co-opted onto the committee for adhoc projects or to assist with special tasks such as surveys.</p> <p>PPG members to reply to GC indicating areas of interest and to suggest any other areas of interest they would like to be involved with, to be discussed at the next meeting.</p> <p>Virtual Membership</p> <p>Because PPG members will be championing projects (with other PPG members and co-opted members) in the future, it was anticipated that PPG Members would need to share information by email.</p> <p>Whilst recognising GDPR regulations it was agreed by all members present, for ease of communication, that an independent (non-NHS) email address should be created and that those wishing to be communicated to about PPG related business matters would need to agree to be part of the email group.</p> <p>GS volunteered to be the person to monitor the shared inbox. GC to explore how to set this up.</p>	<p>SC</p> <p>All</p> <p>GC/GS</p>
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