

## PATIENT PARTICIPATION GROUP MINUTES 18<sup>th</sup> March 2019 at 16:00

**Attendees:** RC, JD, JO'L, DM, LF

**Apologies:**

**Chair:** Tania Burrows

**Note taker:** TB

	Topic	Actions
1.	<b>Welcome and Introductions and Apologies</b>	
2.	<b>Review of previous minutes</b> Discussed previous minutes and agreed.	
3.	<b>Election of Chair, Vice Chair and Secretary</b> – All positions were nominated and voted for and committee elected. Janet O'Loughlin – Chairperson David Morgan – Vice Chairperson Jim Dolan - Secretary Treasure – still to be elected. National Association of Patient Participation (NAPP) – discussed joining and membership fees. Discussed sharing contact details of members of the PPG with other members of the PPG – All to sign consent form that they are happy to share email and contact numbers before being shared.	<b>PPG/TB</b>
4.	<b>NHS and CCG Update</b> Janet shared her updates with the PPG regarding hospital proposals and NHS, Janet attended a workshop that she found very useful and informative.	
5.	<b>Dates for Diary's</b> – PPG meeting to be held on 16/04/19, Tania to email meeting dates for next 12 months. Open Day – Next Open day is 10/04/19 – Asthma David and Ros to attend to help. Tania to email the following six months dates.	<b>PPG</b>
6.	<b>PPG Info Board</b> - Patient Participation information board and box to be put up in waiting room, PPG to maintain and update. – Pictures of PPG members, monthly minutes from meetings. Monthly newsletter to have a dedicated PPG slot.	
7.	<b>PPG Feedback</b> - PPG members to carry out waiting room talks and obtain feedback from patients. Dates to be arranged.	

	<b>AOB</b> Tania thanked everyone for their continued hard work.	
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