



SHP PPG Committee Meeting

**Thursday 17th, October 2024,
6:30pm – 7:45pm
Monkspath Medical Centre**

MINUTES

PRESENT:

Sandra Matthews (SM) – Chair and summary version of minutes; Liz Rowsell (VC)- ER; LW; SK; Anne Devrell (AD) – Secretary and minutes.

APOLOGIES:

AS; MM; GA

Initialisations:

CM = Communications Manager

The meeting was quorate.

1. Approval of minutes and summary of minutes (SM) 11th Sept 2024.

These were approved and sent to ER for processing to the SHP website once reviewed by SM. Current PPG membership as of 15.10.24 is **273**.

ACTION: SM to send August 2024 minutes to ER.

ACTION: SM to inform SHP Digital Team and CM that ER was to be the committee link for SHP during their Digital activities as mentioned at the last SHP Board meeting (3 October 2024)

2. PPG ToR and Mission statement

The purpose of this meeting was to review these documents to check they represented what the committee are involved in and how the group works. Committee members had submitted their responses to the current version of these documents to SM via email after the September committee meeting. Key points/recommendations raised during the extended discussion were as follows:

- Clarify the 'length of office' for committee members to reflect the discussion
- Members of the PPG to be part of the committee for 12 months before seeking election to one of the roles ie Chair, Vice Chair and Secretary
- Insert that there is to be a 're-election' procedure each year as part of the PPG Annual Meeting with the opportunity for those members present to vote if multiple nominations



- ER and AD agreed that there needs to be a PPG Action Plan to define workgroups and their purpose so that they are not just labels. Responsibilities within workgroups need to be defined and possibly this forms a separate document (to share at May 2025 AM).
- There seemed to be an emerging rationale for PPG members being identified as work group members when projects arise/ are identified. They would not necessarily be committee members but would have volunteered their interest beyond just being on the PPG database.
- A member of the committee to be nominated to lead each group as it is formed in order that committee can be kept abreast of progress etc.
- Consensus that document needs to be shorter, less wordy and bureaucratic to make it more relevant and a document that is referred to and doesn't just lie in a folder!
- The same suggestions also applied to the R&R document to simplify it and make it a reference document and not just a tick box exercise.
- Reviews for both to be carried out annually and linked to the content of the AM (next one May 2025).

ACTION: SM to collate responses received and include the above recommendations in the **draft ToR** and the **revised R&R** for the next committee meeting on 21st November.

3. Wider members' meeting 24th October 2024 6pm – 7.30pm Monkspath surgery and online vis MS Teams

There was little time to discuss this but essentially the meeting will focus on the visit from Jayne Hodgkiss Solihull Healthwatch. It will be a hybrid meeting. There were suggestions that a staff member from SHP should attend but it was eventually agreed that this was too late to expect someone to be present. SM felt that the presentation would provide sufficient discussion for the meeting (45 min JH; 30min discussion). It was agreed to provide refreshments at the beginning of the session and begin the agreed content at 6.15pm

ACTION: SM to draw up the agenda for this meeting and send to AD for PPG circulation.

ACTION: AD to set up and circulate the MS Teams meeting link.

Extra item

Changing PPG email account away from current nhs.net account

This has been an ongoing committee issue for some time. SM outlined the draft proposal that she had drawn up and this had been circulated to the committee beforehand for response. Given the lack of meeting time, SM stated that she would redraft the proposal and planned to approach SHP Digital Lead to help set up the new account.



ACTION: SM to redraft her email proposal.

In the course of the discussion there were conflicting perspectives around;

- Security
- GDPR standards are in place
- Access
- SHP views
- Messaging to members that allows for choice and doesn't make this a 'fait au compli'
- Messaging to members that is clear, correct and agreed
- Transition to/from these accounts

Meeting closed at 8.04pm

**Next committee meeting 21st November 2024
6.30pm – 7.45pm**

**Wider member meeting 24th October 2024
6.00pm – 7.30pm**

ACTION LOG

ITEM	Action	Responsibility	Timescale and Outcome
1	Send Aug committee minutes to ER	SM	Completed
	Inform SHP Digital team that ER is first point of contact.	SM	Completed
2.	Collate responses received and recommendations in the draft ToR and the revised R&R	SM	For approval by end of November via email
3.	Draw up the agenda for the Wider members'	SM	Cancelled



	meeting on 24 th October		
	Circulate Teams Link to PPG database	AD	n/a
4.	Redraft email proposal to include feedback from committee members	SM	Ongoing

Signed: ...*Sandra Matthews*...(Chair) **Date:** 24th November, 2024

APPROVED 21.11.24