



## Long Bennington Medical Centre

### Minutes of PPG Meeting

### Friday 06<sup>th</sup> July 2018 @ 9.30am

**Attendees:** Robert Hay (PPG Chair)  
Alison Lowerson (Practice Manager)  
Julie Darkin (PPG Member)  
Harry Paice (PPG Member)  
Michelle Gilbert (PPG Member)

**Apologies:** Martin Round (PPG Member)

### Agenda Items

#### 1 Minutes of the Previous Meetings: Sign Off.

1.1 The minutes for the monthly PPG Meeting held on 1<sup>st</sup> June 2018 were signed off.

#### 2 Matters Arising

2.1 Items requiring urgent action

2.1.1 PPG Email Address

Alison informed the meeting that the LBMC IT Service provider is unable to provide the PPG with an nhs.net email address, quoting GDPR accountabilities.

2.1.2 PPG IT services

The meeting was informed by Alison that the LBMC IT Service provider is unable to provide the PPG with an nhs.net email address, quoting GDPR accountabilities.

2.1.3 Dispensary Information Leaflet

The meeting was informed that the Dispensary Manager, Rey Rojo, had recently informed Robert that following their previous discussions he was now working on producing three separate and shorter flyers.

#### 3 Meeting Agenda Item Minutes

The issues regarding IT services (Email and storage) for PPG activities was discussed in-depth. In particular the impact of the recent updated data protection regulations introduced on 25<sup>th</sup> May 2018 – the General Data Protection Regulation (GDPR), which is now enshrined in UK Law.

The discussion culminated in an action to contact the Chief Executive Officer (CEO) of N.A.P.P. for guidance on the impact of GDPR on PPG operations.

3.1 Post meeting note #1

Harry has circulated the response from the CEO of N.A.P.P., Paul Devlin. As a result of this and the content provided by Paul, Robert has responded to Paul by email expressing concerns



regarding the lack of any real guidance particularly in regard to the “how to comply” rather the “areas to consider.” Robert also contacted Diane Hansen email and followed up the email with a lengthy telephone conversation. The outcome of which was that it appears that N.A.P.P. has not had any detailed dialogue with the NHS about PPGs compliance with GDPR, more specifically in regard to the GDPR security requirements for personal data. This was confirmed in an email from Edith Todd, a N.A.P.P. Trustee Administrator.

As a consequence of this Robert has requested a meeting with NHS Information Security and Data Protection Officers to discuss the implications of the GDPR on the ability for PPG to actually do what is expected of a PPG, in its current format.

#### **4 Recruitment to the PPG**

The meeting recognised that most of the activities the PPG are aiming to plan for require a much larger PPG community. It was therefore agreed that our current priority has to be to recruit a body of members and it was identified that there are potentially two membership types;

- 4.1 “Attending” PPG members who meet on a regular basis, face to face, who will form the main body of the PPG developing and organising PPG activities;
- 4.2 “Virtual” PPG members who will primarily provide input and feedback to the attending members as follows:
  - Supply feedback directly in response to requests from the Attending members;
  - Provide input and suggestions to the Attending membership on matters concerning the patient community;
  - Attend PPG Meetings on an ad hoc basis via video/tele conference;
  - Other members of the virtual community may prefer to simply communicate with the PPG, virtual or attending, by email, telephone or face to face conversations.

This was not put formally to the meeting for approval but minuted as an example. Michelle agreed to draft some ideas that would describe the role of a virtual member for discussion at the next meeting.

- 4.3 It was agreed that a new Flyer should be produced and distributed to the LBMC patient community focussing on recruiting new members. This flyer would take the form of a recruitment advert, inviting those people interested in becoming members of the PPG to a briefing meeting that would tell them what the PPG is aiming to do and how they can become involved.

Julie volunteered to organise a draft Flyer for approval by the PPG.

The current target to hold this meeting is September, a date and venue to be confirmed.

#### **5 Practice & Patient Engagement Activities**

We are stalled with only a few members to try develop these engagement plans, which we will expect new members to buy into.

#### **6 Proposal for more regular meeting of the PPG Chair and Practice Manager**

It was agreed that this was both a feasible and sensible idea but rather that set up a specific day/date, meetings should be organised on an as required ad hoc basis.

#### **7 Date of the next meeting**

It was agreed that the next meeting should be moved to Friday, 17<sup>th</sup> August 2018 since not all members are not now available.



## **8 Any other business (AOB)**

8.1 Robert raised the point that as the PPG grows and activities increase the PPG will need funding for a variety of things such as:

- Continued N.A.P.P. membership;
- Printing of flyers and leaflets;
- Advertisements;
- Production of Pop up signs.

It was suggested that the PPG write to businesses in the Practice region and seek donations, sponsorships. Robert agreed to draft a letter.

The meeting recognised that such funding will require a Treasurer to keep accounts Income and Outgoings.

8.2 There being no further business the meeting was closed.