

Patient Participation Group Meeting held at The Stag Medical Centre

Minutes of Meeting Thursday 10th May 2018 at 5.30pm.

Present

Tony Robinson (Chair)
Pipa Harder (Treasurer)
Ralph Yeo
Jean Toner
Len Wilson
Margaret Denis
Christine Pigg
Heather Hind
Iris Wilde
AA Zaidi
Jayne Griffiths

Apologies

Megan Hawley
Sandria Gilling

Abbreviations used:

Care Quality Commission	CQC
Clinical Commissioning Group	CCG
Clinical Reference Group	CRG
National Association of Patient Participation	NAPP
Rotherham, Doncaster and South Humber NHS Trust	RDaSH
Dementia Action Alliance	DAA
Active Always	AA
Enhancement Service Specification	ESS

Tony Robinson (Chair).

Ground Rules Reminder (on laminate cards)

Terms of Reference (on laminated cards)

1. Welcome and introduction

- 1.1 Tony introduced welcomed Jayne Griffiths to the group.
Apologies were noted.

2.0 Group Business

- 2.1 Approval of minutes of last meeting held Thursday 12th April 2018.
2.2 Matters arising

3.0 Treasurer Handover

- 3.1 Tony confirmed that the Treasurer Handover has been completed and has been transferred from Peter and Iris to Pippa and Tony.
3.2 At the handover date the bank account balance stood at £714.01 and £171.69 in petty cash.
Of the total £885.70 we still have £480 set aside for Admiral Nurse support within the practice.

4.0 PPG Activities

- 4.1 The group agreed to support PPG Awareness throughout the PPG Awareness Week. Tony will coordinate the sessions with group members for the week commencing 4th June.
4.2 The NHS 70th Birthday is on the 5th July and the group plan to run a Coffee and Cake party to raise proceeds for group and have displays throughout the week. Jean suggested that Heather may like to run a stall to raise funds for the Purple Butterfly Appeal.
4.3 The Rotherham CCG are running a Birthday event at New York Stadium on the 4th July and details have been circulated for anyone interested in attending the event.

5.0 Newsletter

- 5.1 The first draft of the Newsletter has been circulated. Eileen and Ralph are looking to create the final version.

6.0 Practice News

- 6.1 The signage in both surgeries is continues to be updated with current material and it was commented on how the displays have improved and become much more attractive to patients.
- 6.2 The website improvements continue.
- 6.3 Following the success of the current apprentices the practice are looking to recruit another apprentice in June. Jean commented on how well the younger staff have integrated and how their skills have been appreciated by others.
- 6.4 Jean highlighted how it was currently difficult obtain the training to enable people to progress to Practice Nurse level.
- 6.5 Jean stated that an organisation that helped with transport got patients particularly in difficult conditions had been set up and that she would circulate some information to the group.

7.0 Any Other Business

- 7.1 A copy of the latest patients feedback forms were circulated to the group, the only negative comments was re the car park signs and markings. Jean said improvements were being considered in the near future.
- 7.2 Iris gave an update on how the Carers Cafe was going and said new patients and carers are welcome to come along.
- 7.3. Jayne told the group about her role at the hospital carrying out research to support the health service and kindly offered to support the practice if they needed help and information.

Next meeting at 5:30pm Thursday 14th June

Meeting Closed at 18:30

TR 12/06/2018