

## Patient Participation Group Meeting held at The Stag Medical Centre

Minutes of Meeting Thursday 8th March 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  
Cheryle Cartwright  
Megan Hawley  
Beth Goss-Hill

### Apologies

Steve South  
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 Cheryl Cartwright, Beth Goss-Hill and Megan Hawley to the group, Megan will help support the secretarial duties. Apologies were noted.

### **2.0 Group Business**

2.1 Approval of minutes of last meeting held Thursday 8th February 2018.

2.2 Matters arising

### **3.0 Admiral Nurse Role - Beth Goss-Hill**

3.1 Beth gave a detailed and interesting talk about her role and how it was progressing at our practice, along with the background of how the Admiral Nurse role started.  
The group thanked Beth for coming along to the meeting and giving an excellent insight into the role and her plans for moving forward with both existing and new patients and everyone.

### **4.0 Treasurer Handover**

4.1 Iris confirmed that a separate account had now been set up for the Carers Cafe and the appropriate funds transferred to the new account.

4.2 Iris has asked for the full names of the new account holders to be provided to allow the bank to be notified and updated.

## **5.0 2018 Initiatives**

- 5.1 The Time for a Cuppa event which had been held earlier in the day raised over £300 for the Dementia UK charity. Tony thanked everyone who came along to support the event and to all those who baked or donated cakes for the day.
- 5.2 The group felt that it would be beneficial to promote other health initiatives by running similar events throughout the year.

## **6.0 Newsletter**

- 6.1 Tony has arranged a meeting with Eileen Brooks to create the Newsletter. Beth is going to do an article around the Admiral Nurse role at the practice and there has been a number of other suggestions for articles.

## **7.0 Practice News**

- 7.1 The website is currently being worked on and the front page has now been updated and looks much better.
- 7.2 Jean won an award from the CCG which she nominated for by the Doctors. The group congratulated Jean on winning the award and thanked her for ongoing excellent work at the practice.
- 7.3 Following the good work on implementing the Care Navigation processes the practice had a film crew come along and film discussions about process with staff. Once finalised the film will be shown to the group.

## **8.0 Any Other Business**

- 8.1. Pippa gave an update on the recent Rotherham PPG Meeting, one item of interest was that they are looking at creating a forum to discuss the needs to support Dementia in the area. It was suggested that we should look to get a few more group members to attend the next meeting in June to voice opinions. Tony will circulate the minutes from their last meeting.
- 8.2 Pippa said that a couple of attendees at the Rotherham PPG meeting had asked to come along to one of our meetings. The group welcomed this and will invite them to our next meeting.

Next meeting at 5:30pm Thursday 12th April  
Meeting Closed at 18:38  
TR 12/03/2018