

Patient Participation Group Meeting held at The Stag Medical Centre

Minutes of Meeting Thursday 8th June 2016 at 5.30pm.

Present

Elaine Laurie (Chair)
Jenny Drew (Vice Chair)
Peter Appleby (Treasurer)
Iris Wilde (Treasurer)
Jean Toner (Practice Manager)
Tony Drew
Gill Stokes
Heather Hind
Len Wilson
Pippa Harder
Margaret Denis
A.A. Zaidi
Chris Peters

Apologies

Sandria Gilling
Tony Robinson
Richard Gleadhall
Andrew Malinder

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

Elaine Laurie (Chair).
Ground Rules Reminder (on laminate cards)
Terms of Reference (on laminated cards)

1.0 Welcome and introduction

- 1.1 Elaine welcomed everyone to the meeting.
Apologies were noted.

2.0 Group Business

- 2.1 Approval of minutes of last meeting held Thursday 11th May 2017.
2.2 Matters arising
2.3 Heather stated on the latest Newsletter it doesn't specify how to make contact if not online.
Iris needs to gain access to sizes for pictures and is awaiting a decision from Jean Toner. Peter Appleby is to help Iris with these.

3.0 Carers week June 2017.

- 3.1 Pippa has sorted information to be displayed during the week. A Carers Pack may be put together for future needs. Tony Drew to create a word search and send it to Pippa for reproduction and to Tony Robinson for information only.

4.0 PPG Autism Project

- 4.1 Jean has spoken to the Head Nurse for Learning Disabilities about a system that is in place in Doncaster and that there is some difficulty with reproducing this kind of service in practice. She is awaiting a visit from the Head Nurse Learning Disabilities to be able to discuss how this may be set up. Chris Peters spoke about sustainable charitable funding who are keen to support people who are at the margins of society. There is an issue for our Practice as there doesn't seem to be any kind of service for Autism in Rotherham. Social services are under extreme pressure and don't seem to be able to cope very well with all the referrals.
Len Wilson has spoken to Julie Abbott and she referred the Practice to Suzanne Eusman, the Rotherham representative for Autism. Jean has spoken to her and there is a cost involved with the helping and supporting. Jean stated that a meeting is to be arranged to discuss this with Suzanne who is willing to come and talk about it. Pippa stated that Rotherham Borough Council has put on a course for Advanced Autism. The subgroup at our Practice will continue to work towards creating an information pack.

5.0 2017 Survey

Jean stated that our online services can be set up to access the National Patient Survey and that this will be set up shortly. A campaign can be set up via Mjog to encourage people to complete the survey. The TV screen has more versatility now and can be used for better advertising.

6.0 News from the Practice – Jean Toner

6.1 A lot of sickness with receptionists has been experienced and is being re-managed to deal with this event. Campaign messaging with Mjog is now being developed

7.0 Any other Business

- 7.1 Iris requested an umbrella stand but it was declined due to health and safety. Gill stated that there are plastic bags available for such things but this was declined as well.
- 7.2 Pippa requested that if there is anything that people wish to be promoted would they inform Bethany Hazledene, Megan Harley or herself and they will decide what is required to be displayed.
- 7.3 Christine Peters mentioned that Depression could be a good thing to promote.
- 7.4 Jean is promoting the receptionists to keep notice boards up to date.
- 7.5 Elaine asked the group to send at least a week in advance, any items for discussion and they would be picked out for addressing at the meeting.

An expression of thanks was made to Jean and her staff for all the help with IT and notice boards.

8.0 Next meeting 5.30pm 13th July 2017.

Meeting Closed at 18:40pm

JD.