

Patient Participation Group Meeting held at The Stag Medical Centre

Minutes of Meeting Thursday 10th November 2016 at 5.30pm.

Present

Jenny Drew (Chair)
Tony Robinson (Vice Chair)
Tony Drew (Website)
Peter Appleby (Treasurer)
Iris Wilde (Treasurer)
Jean Toner (Practice Manager)
Len Wilson
Pippa Harder
Margaret Denis
A A Zaidi

Apologies

Christine Pigg
Heather Hind
Gill Stokes
Elaine Laurie (Secretary)

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

Chair Jenny Drew.

Ground Rules Reminder (on laminate cards)

Terms of Reference (on laminated cards)

- 1.0 Welcome and introduction
- 1.1 Jenny welcomed group members.
Apologies were noted.
- 2.0 Group Business
- 2.1 Approval of minutes of last meeting held Thursday 13th October 2016.
- 2.2 Matters arising
- 2.3 None.
- 3.0 Admiral Nurse Campaign - Feedback from Jean Toner.
- 3.1 Jean has sent the business plan to Dementia UK and told them about the Rotherham CCG's plan to employ a Dementia Nurse to work with localities. Jean is still pushing it forward for the Stag Practice.
- 4.0 News from the Practice – Jean Toner
- 4.1 Jean expressed gratitude for all the help provided by PPG members at the Flu' clinic days.
Dr Rasheed has agreed to become a partner at the Practice from October.
Jean will revisit the car parking situation with Tom Knight from the Congregational Church.
A replacement for the broken blind in Dr Bell's room has been ordered.
Jean presented the latest Friends & Family test responses with over 90% reporting either extremely likely or likely to recommend the Practice to friends & family.
- 5.0 Flu 'clinic progress
Elaine tabled a Flu' days report for information for members:-
Elaine reported that the Flu' days went really well with a good team from the PPG running the cake stall, selling raffle tickets and helping to usher patients towards the nurses. We had 32 raffle prizes contributed by the PPG, surgery staff and the usual businesses from the local area.
Proceeds from the raffles and refreshments totalled £1684.43 with members deciding that these proceeds will be shared between the following Dementia related charities.
£600 to Crossroads
£600 to Lost Chord
£484 towards support for an Admiral Nurse attached to the Practice
A notice to this effect will be placed on both PPG notice boards and included in the next newsletter.

- 6.0 Carers Corner Social Afternoon - Pippa
- 6.1 These are going extremely well with the numbers now at 30 (not attending at every event but providing a good turnout)
We were able to “signpost” 2 individuals for further help and we are looking at ways of providing transport to the afternoons for those who may need it. There has been lovely feedback from carers and also from Crossroads.
A special Christmas afternoon is being planned on a festive theme including Lost Cord singing Christmas Carols.
In order to persuade other PPG’s to replicate the idea a presentation will be made to the PPG network meeting
In December.
- 7.0 Any other business (limited to 2 items)
- 7.1 A clinical audit is currently being undertaken on every phone call and consultation in order to help improve the Service provided to patients.
- 8.0 Next meeting 5.30pm 15th December 2016.

Meeting Closed at 18:40pm
JD 20/11/2016.