

# Patient Participation Group Meeting held at The Stag Medical Centre

Thursday 17th of May 2012

## Minutes of the Meeting

### Present:

Doctor Abbey  
Chris Thompson (CT) Practice Manager  
Elaine Laurie (Secretary)  
Catherine Lord  
Peter Appleby  
Christine Pigg  
Iris Wilde  
Gill Stokes  
Judith Horsfield

### Apologies:

Tony Drew  
Jenny Drew (Chair)  
Mary Gascoigne  
Eileen Brooks (Publicity)  
Tracy Ingram  
Heather Hind  
Kath Perry  
Colin Dubber  
Hazel Kinsey also for 26<sup>th</sup> April

## 1.0 Welcome and introduction

1.1 Chris Thompson welcomed group members and apologies were noted.

## 2.0 Group Business

2.1 Approval of minutes of last meeting held Thursday 26<sup>th</sup> April 2012.

2.2 Amendment to minutes, Christine Pigg is involved with Art from Herringthorpe school children not Iris Wilde who is involved with ROAR.

The minutes were accepted and approved by all

2.3 Dr Abbey was present to answer questions about the practice. Dr Tooth the Clinical Commissioner completed his inspection and was very pleased with how things are being achieved by the PPG and thanked the group for all their hard work.

Dr Abbey talked of improvements of hospital and community care in the home (A care package for patients) to keep the patients in their homes.

Breathing Space was explained to the group which is for patients with COPD and has beds for inpatients. Coordinating care needed for the elderly with nursing to act as a preventative.

Linking to more services is to be looked into with polices needing updating and improvement notices.

Dr Abbey thanked the PPG group for their help with the survey and contribution to the practice.

### **Matters arising**

- 2.3 Peter questioned the quorum or quorate and it was decided to go ahead with the meeting but not make any decisions to just discuss items.
- 2.4 Quorum (minimum number of members that must be present to make the proceedings of an assembly or society valid, literally of whom, we wish that you be two, three etc.) in the wording of commissions.
- 2.5 Iris Wild was in talks with ROAR art group to being invited to meet at The Stag Surgery and Rose court surgery to asses if they could help with some art work for the surgeries.
- 2.6 Christine Pigg informed the PPG that Herringthorpe school children are willing to contribute some art work when they have finished their SATS.

### **3.0 Publicity –Spring Newsletter Eileen Brooks**

- 3.1 The Newsletter distribution
- 3.2 Chris was very pleased with the Spring Newsletter to be distributed in both surgeries and pharmacies. Elaine Laurie took a box of the Newsletter to distribute in the Dentist, Post office etc.
- 3.3 Congratulations to Eileen who has worked really well a first class job to all who helped.

### **4.0 Action Plans arising from GP Practice Survey Results-Jenny Drew**

#### **4.1 Short term feedback**

The sanitizers are in place at both surgeries. The 0845 numbers are changing this month to 541982, Rose Court surgery and 364990, Stag surgery, will be put on prescriptions and in the Newsletter. All Rotherham Health Services 0845 numbers will change there will be a campaign and posters with information of new numbers.

- 4.2 Prescription issues seem to be resolved.

Prescriptions to be better managed. The Stag Pharmacy now has a pharmacist manager with whom the surgery has had talks with which went well.

Feedback will be appreciated.

Clock not installed Chris will look into getting clocks for both surgeries.

There is to be a TV at Rose Court.

Staff training is to be scheduled for August.

- 4.3 Friday appointments are limited a locum to manage if possible.  
The Practice partners have a meeting on Friday afternoon.  
Parking is still a problem with no solution.  
Plan to create a better waiting area (Art etc).

#### **5.0 Website development-Tony Drew**

- 5.1 The sub-group went well and a few sites were looked at with ideas that picked from them could be developed for the Stag and Rose Court Website by Tony. Tony to send out a mock up website incorporating the ideas and suggestions made at the meeting.

#### **6.0 News from the practice.**

- 6.1 Chris will bring a presentation to the next meeting which could be of value to the group. Ideas from a GP for the website to submit a picture or write and moderate comments.

- 6.2 Chris said the Doctors do know what the group are doing and they approve.

#### **7.0 Any other business.**

- 7.1 None

#### **8.0 Next Meeting**

Will be held on Thursday 21st June 2012, commencing at 6pm at the Stag Medical Centre.

Chris closed the meeting at 7.10pm thanking everyone for their participation.