

Annual General Meeting Patient Participation Group Meeting held at The Stag Medical Centre

Minutes of Meeting Thursday 14th January 2016

Present

Len Wilson
Tony Robinson (Vice Chair)
Elaine Laurie (Secretary)
Iris Wild (Treasurer)
Peter Appleby
Heather Hind
Tony Robinson
Gill Stokes
Christine Pigg
Barry Long
A A Zaidi

Apologies

Jenny Drew (Chair)
Tony Drew
Pippa Harder
Eileen Brookes
Christine Peters

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

Vice chair-Tony Robinson
Ground Rules Reminder (on laminate cards)
Terms of Reference (on laminate cards)

- 1.0 Welcome and introduction
- 1.1 Tony welcomed group members and wished all a Happy New Year and apologies were noted.
- 2.0 Group Business:
 - 2.1 Approval of minutes of last AGM meeting held 15th January 2015
 - 2.2 Matters arising from AGM
No matters arising.
- 3.0 Report 2015
 - 3.1 Chair's report – Tony read out Jenny's report; Major changes to the practice which have had a big impact on how the practice is viewed. Chris Thompson has now retired from the practice. Tracey has retired to ill health. We wish both of them all the best and their contribution to the PPG since it's in section. The practice management team is now substantive and there is a significant change to the practice business as a result of Jean Toner being appointed as practice manager and the PPG has a more inclusive way of working with the practice. We felt proud and valued at the achievements we have made in the practice which was demonstrated in our contribution to helping out on the flu days, ushering and the PPG felt the management were very glad of their help. As chair of the PPG Jenny thanked the group for their continued support through these changing times and commented of how she felt proud of the way we all work hard to achieve the aims of supporting patients within our practice

- 3.2 Vice Chair-Tony Robinson commented on a year of change in the practice with new practice Manager and a number of new doctors strengthening both the medical and management, teams also our group has grown by 2 new members.
The success of our last flu days have been outstanding raising more money than in the previous years.
- 3.3 Treasurer- Iris Wilde- Iris supplied bank statement statements to the PPG. .
Money from the sale of the pictures was banked by Peter. petrol money was paid out to Elaine for the travelling incurred for the, flu days, obtaining marker pens, raffle tickets. New tables were purchased by Pippa for the use on PPG events, which we are reimbursing her for. We also purchased wall racks
Receipts for money handed over to the
charities we raised £685 for each group Rotherham Cancer Care and McMillan.
Stag Medical Practice PPG
Balance Sheet Year ended 31st December 2015.
Bank statement available, Petty cash £30.40
Balance £543.86. Everyone was satisfied with the Treasurer's report.
- 3.4 Secretary's report- Elaine Laurie; We have had another good year supporting the practice where we can.
We had a talk on prescriptions from a lady on ordering and waste a new TV was installed at Rose Court. A new newsletter was printed and put into both surgery's with our latest news & information. Doctor McWinnie retired and we have new doctors in the practice. Chris Thompson retired as Practice Manager and Jean Toner took over as Practice Manager with over whelming support.
I attended PPG network meetings and a meeting with Len where MPs Kevin Barron and John Heely answered questions on health and town issues. A few photos that were hung in the surgery's have been sold there are a few left. Our flu days went very well again with local businesses donating prizes along with the PPG patients buying raffle tickets also a cake and drinks table, cakes donated by staff and PPG members and the local café, we raised over £1300.00 which was equally divided between the two charities. Just before Christmas we had a lovely lady Janice who came to the surgery and gave a very interesting talk on dementia the PPG were invited to join the staff. Dr Qureshi organised for a very nice Indian restaurant to supply a nice variety of Indian cuisine for all the Staff and the PPG were invited to stay and enjoy. We then retired for Christmas ready to start afresh. Lets Make 2016 rock.
- 3.5 Publicity report-Eileen Brookes- Nothing to report.
- 4.0 Election of Officers.
- 4.1 Chair-Jenny Drew voted as Chair Proposed by Len and Seconded by Elaine.
- 4.2 Vice chair- Tony Robinson nominated by Iris and seconded by Gill.
- 4.3 Secretary- Elaine nominated by Tony and seconded by Iris
- 4.5 Publicity- Eileen nominated by Iris seconded Tony.
- 4.6 Treasurer- Iris voted by Gill and seconded by Christine Pigg.
- 4.7 Assistant treasurer- Peter Appleby who orders on line.
- 5.0 Dates for 2016 meetings –have already been circulated.
- 6.0 Any other business
- 6.1 Tony updated Jean on the reports we gave before she managed to come in to the meeting and it is documented also how the PPG feel valued and the Practice has improved since Jean took over.
- 6.2 Jeans report that the practice is working so much better with doctors and staff and ideas to Improve the practice are discussed with all staff and doctors. She want staff to tell her if they have a problem and they can try and sort it out.
- 6.3 AGM meeting closed. Date of next AGM TBA

Following the AGM Jean Toner gave an update on the Practise

ACWY (meningitis) injection for 18 to 25 years has not had a good response, letters have been sent to patients of this age group but take up is still poor, unfortunately we cannot send letters to parents. Pregnant women will be getting the injection up until March 2016

Shingles vaccinations are now available routinely to people over 70 and as a catch to those aged 78. In addition, anyone who was eligible for the immunisation in the first two years of the programme but has not yet been vaccinated against shingles remain eligible until their 80th birthday this includes people aged 71 and 72 on 1st September 2015 and people aged 79

Two new reception staff have now been appointed and interviews are ongoing for two more.

Doctor Rashid was complemented on hopefully she will be with us long term, she is the doctor that Jean helped to employ for the practice

Two Rotherham care homes Whiston Hall and Camborn House have been assigned to the practice our doctors are allowed in them to see all inpatients but can still to go round to other care homes in to visit patients from our practice, this is becoming too time consuming. The only other way would be to ask patients going in care homes to go into those two, this is still in its infancy.

The online functionality for repeat prescriptions changed in December. No one in the SystmOnline team advised the practice and a number of problems have occurred were prescriptions were not actioned. Jean has individually briefed all the staff on the change so they are able to advise patients how to correctly use the functionality. The receptionists can also request prescriptions were patients have not had items issued to their designated pharmacy.

Jean asked if another member of the group could have access to the web site to make updates in when Tony Drew is unavailable. It was suggested Tony Robinson maybe able to assist.

The photographs were circulated for the competition at the meeting to start the selection process for the winners. Peter was going to compile the initial results, it was agreed that around 10-12 of the photos with the highest votes should be produced onto canvas before deciding the top three winners.

Heather is attending to the printing and sale of a picture of Canklow woods.

