

## Minutes of Meeting Thursday 12<sup>th</sup> December 2013

### Present

Chris Thompson (Practice Manager)  
Tracy Ingram  
Jenny Drew (Chair)  
Kath Perry (Vice Chair)  
Elaine Laurie (Secretary)  
Tony Drew  
Christine Pigg  
Heather Hind  
Gill Stokes  
Peter Appleby

### Apologies

Eileen Brookes  
Len Wilson  
Iris Wilde  
Pippa Harder  
Jackie Haughton  
Chris Peters  
Hazel Kinsey

### 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

### **1.0 Welcome and Introduction**

Jenny welcomed group members and apologies were noted.

### **2.0 Group Business**

2.1 Minutes were approved.

2.2 Matters arising?

2.3 Pippa asked about the pictures for the surgeries were they ready.

Chris showed us one that he had and it was very nice.

Appointments on line have to be looked into and may need a few adjustments from 6 days to 2 weeks.

### **3.0 Winter Newsletter**

Tony asked if we liked and approved of the newsletter that he had put on the webpage for us to peruse and a good job was done with just a few minor changes.

The PPG formally thanked the partners for their support of the Newsletter.

### **4.0 Flu Day debriefing feedback**

A meeting for volunteers was held at Elaine's house and notes were made on how to improve our flue days with the PPG helpers e.g. donors to reply to room may be altered slightly but all in all we thought a good job was done by all.

### **5.0 Admiral Nurse Development – Len Wilson and Chris Thompson.**

#### **5.1 There are a few developments:-**

Jenny is to formally raise the issue of funding at the next PPG Network Meeting 21<sup>st</sup> January 2014. If two Admiral Nurses were appointed one for hospital and one on district they could work across both areas and support already existing nurses who work in Dementia care.

Len offered names of two possible speakers at our meetings to speak at next meeting with Mark Lawson – the first ever appointed Admiral Nurse and Barry Knowles from Rotherham Prescribing Service.

Kevin Barron MP has asked to meet with len Wilson in order to learn about Admiral Nurses. He has indicated that he wishes to support the Rotherham Dementia Alliance and is also asking John Healy MP and Sarah Champion to give him their support.

### **6.0 News from the practice – Chris Thompson.**

#### **6.1 The practice is waiting for a call from CQC inspection.**

Lucy is with the practice until February 2014.

A leaflet offering information about General Practice was given to Chris Thompson from Jenny. It was for consideration by the Partners who may wish to publish for the practice population - Chris to look into?

#### **6.2 Chris put on the screen the Public Health England National General Practice profile. He showed us our practice stats profile and Stag and Rose Court are above average. We are mainly elderly patients.**

## **7.0 Third GP Practice Survey.**

- 7.1 The survey will be sent to PPG members and Jenny asked them to look and see if there were any problems to let her know. She will then finalise the survey for the January 14<sup>th</sup> PPG Meeting then tablets will be set up ready to do the survey.

## **8.0 Any other business**

Gill asked if the raised chairs were being used and Chris was going to look into it and perhaps take it to Rose Court and get an opinion from patients at Rose Court.

- 8.1 The online system for appointments needs to show appointments that are available for ring and book.

Friday morning appointments to be sorted again with reception staff

- 8.2 Saying emergency only is inaccurate.

- 8.3 Christmas times are on the web site.

NHS Choices website needs updating about the Practice details

Rose Court and Stag comments from comment board were read out and responses were identified where appropriate.

- 8.4 Kath Perry informed the group she would be a virtual member in 2014 therefore leaving the post of Vice Chair vacant.

Meeting closed at 6.40pm.

Next Meeting 5.30pm on 16<sup>th</sup> January 2014 AGM

### 2014 Meetings

January 16

February 13

March 13

April 10

May 15

June 12

July 10

August 14

September 11

October 16

November 6

December 4