

# Patient Participation Group Meeting held at The Stag Medical Centre

Thursday 21<sup>st</sup> June 2012

## Minutes of the Meeting

### Present:

Jenny Drew (Chair)

Kath Perry (Vice Chair)

Elaine Laurie (Secretary)

Eileen Brooks (Publicity)

Tony Drew

Chris Thompson (CT) Practice Manager

Christine Pigg

Iris Wilde

Gill Stokes

Heather Hind

Margaret Law

### Apologies:

Mary Gascoigne

Diane Oxborough

Tracy Ingram

Catherine Lord

Peter Appleby

Hazel Kinsey

Judith Horsfield

Maureen Morton

Colin Dubber

Pippa Harder

## 1.0 Welcome and introduction

1.1 Jenny Drew welcomed group members and apologies were noted.

## 2.0 Group Business

2.1 Approval of minutes of last meeting held Thursday 17<sup>th</sup> May 2012.

The minutes were accepted and approved by all

2.2 Matters arising

Iris Wilde stated the prescription online messaging had not always been acted on. Chris said he would remind all the staff.

2.3 Jenny and Tony Drew fed back from the National Association of Patient Participation (NAPP) Conference held on 26th May. The meeting was excellent and gave lots of ideas and help with running of the PPGs. In particular there were information giving sessions which will be very useful for our work with the Care Commissioning Groups and the Care Quality Commission inspections

within GP Practices. Members were reminded they could access all of the feedback from this meeting on the NAPP website [www.NAPP.org](http://www.NAPP.org).

2.4 Jenny fed back from the Care Commissioning Group (CCG) meeting 13th June 2012. This was the first meeting organised by NHS Rotherham about Patient and Public involvement and how the work of PPGs can contribute to Clinical Commissioning Groups via Clinical Referencing Groups. Members were given printed copies of all the activities and outcomes of the event for information. Jenny informed the meeting that she had volunteered to set up a PPG Network for all the GP Practices in Rotherham. Another meeting will be scheduled for September 2012 and Jenny will work with NHS Rotherham to put together an Agenda for the meeting but in the meantime an organising meeting for the September event will take place in August 2012 where we will require volunteers from our PPG to attend. These meetings would address issues such as the PPG having a voice about service provision which Eileen had questioned whether it would under the new regulations.

2.5 Jenny requested volunteers to help set up and support PPG Open Days which could be held at the same time as the Flu clinic sessions.

The dates were 28<sup>th</sup> September and 5<sup>th</sup> October 2012 with the possibility of a further date in October.

The following people volunteered:

<b>28<sup>th</sup> September 2012</b>	<b>5<sup>th</sup> October 2012</b>
Gill Stokes	Gill Stokes
Iris Wilde	Iris Wilde
Christine Pigg	Christine Pigg
Heather Hind	Heather Hind
Elaine Laurie	Margaret Law
Jenny Drew	Jenny Drew
Tony Drew	Tony Drew

Kath Perry also offered to help on a third date if this was set up.

As the Flu clinics are attended by a majority of the practice population which includes some hard to reach groups the suggestion by Chris Thomson to hold the Open Days on these dates' means we can publicise the PPG and try to secure more members both virtual and actual. Chris also stated that the cost of tea and coffee would be covered by the Practice. This will be set as an Agenda item in order to document progress of the organisation of the content for the Open Days.

### **3.0 Publicity - Eileen Brooks**

3.1 Eileen was open to providing a local press article to be published to coincide with the announcement of the Flu clinic dates and Open Day dates. She will be providing an outline of the article for subsequent meetings. It was decided to progress to a twice yearly publication of the Practice Newsletter. The next edition will be for the autumn and winter. Eileen will be requesting contributions at a later date.

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

4.1 Short term feedback

4.2 Long term feedback

Jenny has feedback all the issues raised in both the Short term and Long term action plans which are all resolved. The exception being the issue of car parking which is on-going and will continue to be so until the remuneration arrangements with the Congregational Church are resolved (if they ever are!) This will no longer be an Agenda item.

#### **5.0 Website development – Tony Drew**

5.1 Website mock up feedback from sub-group

Tony will continue to explore improving the website for email, open day publicity, workshops and the next Newsletter. He is also checking on how to put together the virtual PPG email list.

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

6.1 Chris Thompson informed the meeting of the following:

6.2 Trainee Registrar training is coming to an end and Dr Scrivens will be leaving in August. It is hoped the scheme will continue.

6.3 There have been some suggestions put forward from the nursing staff as how they could improve the availability of appointments and this is on-going.

6.4 The industrial action did not affect the Practice.

6.5 Chris asked Jenny if she would look into what is required of the DES for the 2<sup>nd</sup> year's funding award.

6.6 The advert for the new GP would be published shortly.

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

7.1 Kath Perry and Elaine Laurie attended a LINK meeting for Rotherham. They reported that the Rotherham Health Watch would include the type of work that LINK had been doing and therefore LINK would cease to function as it does currently. It will be subsumed into the Public Health department of the local authority and there is to be a tendering process to not for profit organisations to

administer Health Watch. LINK will be consulted on how their current expertise can be included in the new venture.

7.2 Heather Hind pointed out that the picture of Rose Court surgery in the Spring edition of the Newsletter was too big. This was taken into account and Eileen reported she would be exploring how this can be reduced for the next edition.

7.3 Jenny, Kath and Elaine were to attend a meeting about the future strategy for Cardiac, Renal, Stroke and Diabetes care to be held in Whiston on 3<sup>rd</sup> July 2012.

7.4 Kath Perry asked about where to take full burns bins as the district nurse had given the patient the wrong advice. Chris stated he would pass this on to the community nurse management.

### **8.0 Next meeting**

19th July 2012 at 6pm at the Stag Medical Centre upstairs meeting room

A list of the dates for rest of 2012 would be sent to all members.