

THE VILLAGE PRACTICE

PPG MINUTES

28th February 2020 10.30 am

Meeting held at the Board Room
The Village Practice

Present

FF (A/CH) JH, GS, CL, SR, EK, JF and EG (The Village Practice)

Apologies

RM, EM

Approval of previous minutes

The minutes of the previous meeting on 7/2/2020 were approved

Discussion points and actions

Extraordinary meeting

FF opened the meeting which she had called due to the resignation of RW as chairman of the PPG.

FF read RW's resignation (email) and her response, which acknowledged the content and wished RW well for the future.

The resignation has been accepted and shared with Dr Pandya and the CCG had been notified.

As V/C, FF has assumed the role of A/CH until the next AGM (circa May 2020), when officer appointments can be ratified.

FF asked if any member was prepared to assume the role of A/VC on a temporary basis. EK volunteered and this was agreeable to all present.

EG was happy to assist with secretarial support for the time being.

FF bought a card for RW which thanked him for his commitment to the PPG in recent years and wished him well for the future. All members present signed the card.

AGM – date and time to be confirmed

FF explained that an annual report should be presented to the AGM and that she would be happy to draft this.

CCG network meetings - **FF** provided the group with details of these meetings which are held on the third Monday of each month at a new venue – Tesco Store, Clifton Rd. As FF has a family commitment each Monday, she asked if any member would be happy to attend to represent the PPG. The next meeting was on 16th March. There were no volunteers from this meeting, but FF suggested that attendance could be on a rota

basis to ensure representation and support awareness raising. Volunteers for future network meetings should contact FF for further details.

FF has contacted Dan Clough (CCG) and he will be happy to attend the next PPG meeting on 6th March. Dan will be happy to clarify any aspect of the role of the CCG and other related groups.

AM (the newly appointed Practice Manager) will also attend the next meeting.

Social prescribing

A paper on social prescribing had been circulated at the last meeting and FF urged members to read it.

There was some discussion, and it was agreed that we would need to establish what our patients wanted in terms of community involvement.

Members would need to be sure that any future initiative, e.g. coffee mornings/Young Mums' Group would be welcome.

This could be achieved by talking to patients during a "Meet and Greet" in the surgery and/or on FB page or web site. Carried forward to next meeting to arrange date and members' availability to support.

A short and meaningful questionnaire needs to be prepared for this Exercise. **EG** to draft.

Prior to this meeting **JH** had researched community initiatives at a local church and handed information to members.

EK had also researched community events at Thornton Library and shared information.

It was agreed that such events could form the basis of a monthly calendar of community initiatives which could be promoted on the Practice FB page, in the surgery and in our quarterly newsletters (once these were established).

JF suggested that leaflet drops in local streets can prove effective and was worth exploring.

EK is also in contact with a representative from Baby Rover and would approach to arrange a future event, if this might be of interest to patients.

Use of the Community room

EG to speak with the community clinic to see whether we would be able to secure a block booking for future initiatives.

Cash for Kids – EK presented enlarged copies of the PPG/Practice photos, thanking Patients for their generous donations. **EG** would arrange to display these prominently in the surgery asap.

Notice boards - notice boards have now been better coordinated within the surgery. Keys have now been cut and a set is kept behind the reception desk if needed by any PPG member.

Newsletter - a sub - group would be established to get the newsletter drafted/approved by the Partners and posted. This is now a priority. **GS, FF, CL, JH** offered to be part of this group. A time and date to be arranged at the next meeting.

Diabetes Awareness Event - This event has been postponed and carried forward to the next meeting.

Staff Update - New staff list to be circulated – **EG**

A retirement card was signed for AB.

Complaints - to be carried forward to discuss with AM at the next meeting.

School Project - carried forward to the next meeting.

Dementia training hosted by Thornton Practice. FF, JF and JH to attend. The Village Practice has agreed to fund attendance fees for PPG members. **EG** to arrange.

Annual CCG Conference – this will be held on 1/4/20 at Trinity Hospice. EG has booked tickets for attendees which have been emailed to the relevant members.

Carers' Event – **KB** is organizing this event, scheduled for 3/6/20 (12.30 – 4 pm) and would like PPG support.

EG to confirm date and time and fuller details of the PPG role in the event.

Treatment room – members were informed that the treatment room within the surgery is not being used to capacity. This needs to be brought to the attention of patients and admin staff. Patients need to be signposted to this very useful service as an option for blood tests and dressings.

PPG/Practice meeting - **EG** informed the group that Dr P and AM would like to arrange a date for an informal meeting with the chairman and vice chair to discuss ongoing support and action of the PPG. Members look forward to this meeting and welcome their ongoing support. Date to be arranged.

Times of future meetings - there was some discussion about of the time of meetings. It was felt to be important that representatives of the Practice could attend future meetings, and that if the Group were to recruit new members who were working, timings of meetings should not be a deterrent. This item to be carried forward to the next meeting for further discussion.

Confidential Items – non declared confidential

Next Meeting

Next meeting to be held on 06/03/20 at 10.30am in the boardroom. AM and DC to be invited to attend