

Patient Participation Group Meeting (PPG)

Minutes

Meeting held on Thursday 19 February 2015

In attendance:

PPG Members, –, John Egan (JE) Chair. Margaret Webby (MW) – Secretary - Minute Taker, Rev. Gwendydd Askew (GA). Judy Balls (JB). Peter Barnes (PB). Teresa Harrison (TH). Daniel Murphy (DM). John Terry (JT)

Spa Medical Practice. - Lynette Taplin (LT) – Operations Manager

Apologies: Frank Saunders (FS)- Peter Pinfield (PP), Lorna Sweet. (LS). Ronald Reed (RR), Joy Smith (JS) – Business Manager.

Item	Discussion point	Action
1.	The minutes from the previous meeting were read and agreed.	ALL
2.	<p>Matters arising from the previous meeting.</p> <p><u>Newsletter</u>. LT suggested online access to re-ordering prescriptions and making appointments to be promoted to encourage patients to use this. Also the Cancer Event in November should be added as well as planned events for 2015, when agreed. Action TH will liaise with LT.</p> <p><u>Terms of Reference</u>. These to be finalised after a clearer understanding of PPG Contract requirement. (See below).</p> <p><u>Lapsed membership</u>. JE has written to PM who asked to attend meetings on an ad-hoc basis but declined to join PRG, there is no facility for ad-hoc attendance thus PM resigned from PPG. Action closed.</p> <p><u>N.A.P.P.</u> LT advised the Partners have agreed to fund PPG membership. Action. JE will complete paperwork.</p> <p><u>Profiles</u>. JB and GA will forward theirs to MW. Action. JB, GA.</p> <p><u>Speakers and Events</u>. Discussed and to prioritise. (See below)_.</p> <p><u>Carers Support</u>. JE will contact Worcestershire Carers Support to discuss how PPG can support them. Action still open: LS to contact WCS.</p> <p><u>Droitwich Dementia Study</u>: MW advised that LS is due to speak to the group administrator of the Droitwich Dementia Study next week that are about to finalise their plans for setting up a meeting centre and an</p>	<p>TH/LT</p> <p>JE.</p> <p>JB.GA/MW</p> <p>JE/LS</p>

	<p>event locally. LS will discuss the possibility of them coming to a PPG meeting to explain their Project. Action. LS.</p> <p><u>Draft Guidance PPGs.</u> (See below).</p> <p><u>Locality PPG co-operation.</u> (See below).</p> <p><u>Prime Ministers Challenge Fund.</u> JS/PP not present, Action open.</p> <p><u>CQC Inspection.</u> . Action open. JS</p> <p><u>111 Screen information.</u> LT advised the font size cannot be changed. Action closed.</p>	<p>LS</p> <p>JS.</p> <p>JS.</p>
3	<p>Speakers and Events.</p> <p>It was agreed to hold 2 Events in 2015, possibly Arthritis (to include children with arthritis) and Dementia Awareness. To be clarified and discussed further.</p> <p>Also to have 5 speakers attend alternate meetings. MW advised LS has agreed to speak about Patient Transport at March meeting. Action. MW will confirm with LS.</p> <p>Following actions agreed.</p> <p>JE to contact Dr.Panton to discuss Drugs and Alcohol Advisory Service. Action. JE</p> <p>LT to talk to Dr.Kinsman with reference to breast and prostate cancer issues and to look at possibility of arranging coffee mornings during Awareness weeks in September and November. Action. LT</p> <p>Stroke Association. MW will contact Claire McWilliams Quality and Patient Experience Officer/ FFT Stroke Pathway Project Lead. Action MW.</p>	<p>MW/LS</p> <p>JE</p> <p>LT</p> <p>MW</p>
4	<p>PPG Contract Requirement. (Draft guidance 2015/16)</p> <p>Concerns raised about the changes outlined in this document and what these mean for the PPG and the Practice. DM suggested updating the Terms of Reference should be on hold, as these should reflect our support of the Practice as stated in the Draft PPG Contract requirement. DM expressed concern about the legal implications for PPG members and that clarification is needed to understand the implications for group members.</p> <p>JE has written to Dr Kelly with reference to this and also to request he contact other locality practices to stress the need for PPGs to work together. Action. Lt to arrange a meeting between Dr Kelly, JE, FS</p>	<p>LT.</p>

	and MW and herself to discuss the above.	
5	<p>Any other business.</p> <p>LT asked members for their support in the surgery to hand out questionnaires to patients about Smoking and Heart Disease.</p> <p>Action. All members.</p> <p>Application form to join PPG needs updating.</p>	ALL

Next meeting will be held at 5:30 on 19 March 2015.