

Patient Participation Group Meeting (PPG)

Annual General Meeting Minutes

Meeting held on Thursday 15 January 2015.

In attendance:

PPG Members, –, John Egan (JE) Chair. Frank Saunders (FS) Co. Chair. - Margaret Webby (MW) – Secretary - Minute Taker, Judy Balls (JB). Peter Barnes (PB). Dan Murphy (DM). Ronald Reed (RR), Lorna Sweet. (LS).

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

Apologies: Rev.Gwendydd Askew. (GA). Simon Collett (SC), Peter Pinfield (PP), John Terry (JT). Teresa Harrison (TH). Joy Smith (JS) – Business Manager.

Item	Discussion	Action
1.	<p>New members Dan Murphy and Lorna Sweet were welcomed to the Group. MW advised that Simon Collett had decided to step down and all present acknowledged the excellent contribution Simon had made to the Group.</p> <p>The minutes from the previous meeting were not available; matters brought forward will be covered below.</p>	
2.	<p>Annual General Meeting.</p> <p><u>Election of Chair/Secretary</u>. It was agreed by members that JE/FS/MW should be re-elected as Co-Chairs and Secretary.</p> <p><u>Spa PPG 2014 Report</u>: it was agreed by members that 2014 had been a successful year for the group. Feedback from those who attended has been very positive. It was agreed to host further events and to invite 5 Speakers from health organisations to attend monthly meetings. (Details below.)</p> <p>Members expressed thanks to the Practice for the £100 contribution towards hosting the Oncology Event in November. Dr.Stevens agreed to pass these on to the Partners £7 had been raised this month from sales of books in the waiting room, it was agreed to continue to offer this to patients.</p> <p><u>Flu Clinics</u>. MW reported that having more clinics for 2/3 hours had made it easier to arrange the rota for PPG support. Members will offer support for 2015 Flu Clinics.</p> <p><u>Newsletter</u>. LT will liaise with TH to determine progress of winter issue.</p> <p><u>Terms of Reference</u>: these were reviewed and discussed; members suggested various comments.</p>	LT/TH

	<ul style="list-style-type: none"> <li>• NAPP memberships, the advantages of remaining were discussed and it was agreed to continue or to re-join NAPP. LT to check.</li> <li>• 3.3. Members agreed a valid reason was needed for failure to attend for 3 consecutive meetings and for the member to move to the Virtual Group if appropriate. JE would contact PM who has not attended since September 2014 meeting.</li> <li>• Members were asked to read the TOR for finalisation at the <i>February meeting</i>.</li> </ul> <p><u>Membership Changes.</u> Members agreed to review and update their Profiles for the Practice website, to forward to MW.</p> <p><u>Newsletter.</u> Winter edition remains outstanding .LH will liaise with TH.</p> <p><u>Dates of meetings for 2015.</u> Discussed and agreed to keep to 3<sup>rd</sup> Thursday of each month.</p> <p><u>Patient Reference Group.</u> MW contacted 100+ patients who had expressed an interest, 11 responded providing details of age, ethnicity, and disability. Agreed these would be a separate group to be sent minutes of PPG meetings, the rest to be contacted for surveys only.</p>	<p>LT. JE/PM</p> <p>ALL.</p> <p>ALL/MW LT/TH.</p>
3.	<p>Speakers and Events.</p> <ul style="list-style-type: none"> <li>• JE had circulated a suggested list of Speakers/Event for 2015. It was agreed to keep to 5 Speakers to attend alternate meetings, and to try host 2 main Events. JE will update list for circulation and members were asked to consider the list and to bring suggestions to the <i>February meeting</i> for a decisions to be made for 2015.</li> <li>• Carer support was discussed, LT advised it difficult to identify carers however Worcester Carers Support (WCS) have been in the Surgery, LS offered to contact them to see how we can provide further support. JE suggested a small group of PPG meet with WCS to determine how best we can offer this.</li> <li>• LS advised that Droitwich has been chosen as a pilot study of the needs of people with early onset dementia. This is funded by University of Worcester and Droitwich has been chosen because there is a high level of dementia in this area. LS will contact Mike Watts, Dementia Association for further information. February Agenda.</li> </ul>	<p>ALL</p> <p>LS/JE</p> <p>LS</p>
4.	<p>PPG Contract Requirement. (Draft Guidance 2015/16.).</p> <p>From 1 April 2015 it will be a contractual requirement for all practices.</p> <ul style="list-style-type: none"> <li>• To develop and maintain a PPG for the purpose of obtaining the</li> </ul>	

	<p>views of patients and enabling the practice to obtain feedback from the practice population on the services delivered by the contractor.</p> <ul style="list-style-type: none"> <li>• To make reasonable efforts each financial year for the group to be representative of the practice population.</li> <li>• To engage with the PPG during each financial year including obtaining patient feedback at such intervals agreed with the group.</li> <li>• To review patient feedback with aims of the practice and PPG agreeing improvements in services that could be made.</li> <li>• To require the contractor to make such improvements where the practice and PPG agree.</li> </ul> <p>And it they will be required to confirm through NHS England 's annual practice self-declaration that they have fulfilled these requirements for purposes of monitoring compliance.</p> <p>It was agreed this would be an item for Agendas in 2015. MW will circulate the Draft Guidance to all members for members for discussion at <i>February meeting</i>. JE will write to the Partners with reference to this issue.</p>	<p>ALL JE</p>
5.	<p>Co-operation with locality PPGs.</p> <p>JE concerned about the lack of joint working with locality PPGs and agreed to ask Dr. Kelly to ask other heads of practice for help." <i>February meeting</i>.</p>	<p>JE</p>
6.	<p>January 2015 Practice update provided by Joy Smith circulated with Agenda.</p> <ul style="list-style-type: none"> <li>• Prime Ministers Challenge Fund, deadline for bid is 16 January, JS will feedback outcome at <i>February meeting</i>.</li> <li>• Changes in Practice GPs.</li> <li>• Care Quality Commission (CQC) will be inspecting Droitwich practices in next 3 months. JS meeting PP to discuss role of PPG. <i>Agenda February</i>.</li> </ul>	<p>JS  JS/PP</p>
7.	<p>Any other business.</p> <ul style="list-style-type: none"> <li>• LT advised electronic prescribing is active now and booking appointments to be available online by 31 March.</li> <li>• RR concerned information about 111 on surgery screens is too small. LT will check this.</li> </ul>	<p>LT.</p>

**Next meeting will be held at 5:30pm on February 19 2015.**