

The Beeches Medical Practice

Patient Participation Group meeting

Monday 24th April 2017, 6:00pm

at Bayston Hill

Minutes

Present: Rob Gough (Chair), Nikki Fox, Tony Fox, Gill Jones, Dr Rob Laycock, Karen Moseley, Terry Seston, Dolores Vaughan.

1 Apologies: Gill Berry, Val Collard, Jean Cruickshank, Geoff Garrett, Maggie Hitchings, Teresa Lewis, Kim Richards, Helen Steel, Pam White.

2 Meeting agenda, AOB and meeting timing

a Minutes: In GB's absence DV had kindly volunteered to take notes.

b AOB: No other business was notified.

As a result of conversations between RG and KR prior to the meeting, and in view of various members being unable to attend, there had been some uncertainty as to whether this current meeting should be postponed. However, it was felt important to proceed with the meeting, limiting the scope to three main issues:

i GP attendance at the PPG

ii The PPG model

iii The timing of future PPG meetings

c Meeting timing: 7:30pm.

3 RG reported the following issues:

a GP attendance at the PPG: RG had been advised that the GPs wished to propose that they no longer attend the PPG on a monthly basis; they had suggested attending every other month due to their present pressure of work, as confirmed by RL. In the light of this **it was agreed that:**

i KR and KM will continue to attend the monthly meetings.

ii Doctors would not attend every monthly meeting but would attend every alternate month for an hour.

iii It was agreed that there would be a trial period for this suggestion; this trial period would be for six months between June and December 2017.

b The PPG model: All patients attending believed it was important for the GPs to attend the PPG to enable it to function in line with the present Terms of Reference. There was general concern that the GP's only attending the meeting for a hour every other month would have a negative impact on the running and progress of the PPG. There was disappointment at the thought of the PPG possibly ceasing to function as a result of lack of input from the GPs.

It was agreed that present PPG members would need to discuss:

i if these new arrangements led to a suitably functioning PPG,

ii whether they wished to disband the PPG *or*

iii continue based on a different model from today.

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RL agreed to **report to the other doctors and management team** details of the discussions which took place at this meeting and offered to attend the next PPG meeting to explain.

Action: RL as above.

RL also agreed to respond to the **request to comment** on the draft set of **PPG priorities** as these had been put together at a meeting when there was neither a GP nor the Practice Manager present. He also agreed to give the PPG a response on what the doctors' priorities would be as the GPs are seen as a fundamental part of the PPG presently.

Action: RL as above.

RL accepted a copy of the PPG Terms of Reference for information.

- c The timing of future PPG meetings:** It had been suggested that alternate meetings be held at lunchtime, to enable Practice members to attend and to cut down on the length of their working day.
- i** This did not appear to be a good option for the majority of people at the meeting, and it was agreed that meetings will continue to be held in the evenings.
 - ii** However, meetings would now start at 5pm instead of 6pm and would be held in a room upstairs in the Bayston Hill surgery rather than in the reception area.
 - iii** It was proposed that we might be flexible regarding the day on which the meetings are held (i.e. other than Mondays) if this helps the majority, as has always been the case.

In the circumstances, the proposed **review of the Terms of Reference** document has been put on hold until the end of the trial period (December 2017). This also means that the necessary **Election of Officers** will be deferred until the end of the trial of the new arrangements.

4 Other items discussed:

- a Dorrington Fun Day/Health Awareness:** GJ confirmed that she would be attending the event and asked for volunteers to assist. TS and RG hoped to be able to attend.
- b PPG Noticeboard:** NF and TF commented that as alterations to the practice building are currently in progress they had not yet added anything new to the PPG noticeboard, but they will do so once the siting of the board is clarified.

5 Date of next meeting:

It was confirmed that the next meeting would remain as **5th June at Bayston Hill** but that the start time would now be **5:00pm**.

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Outstanding actions as at 24th April 2017		
Item	Actions	Progress
Diabetes Prevention Programme	RG to liaise with practice nurses re incorporating diabetes risk tool into next year's flu clinics. SH to provide PowerPoint of her presentation – KM to liaise.	RG KM/SH
Practice issues	<p>Support for Vulnerable GP Practices: AB/another GP to look into the scheme and report back.</p> <p>Statistics for waiting times: KR to provide figures to show the trend.</p> <p>Practice newsletter: KM to prepare a new issue to update on new personnel appointments and add a reminder regarding appropriate use of appointments.</p> <p>KR to discuss and task Laura Sheffield with maintaining the PPG website.</p> <p>Noticeboard: TF/NF to adapt the noticeboard information in the waiting room.</p> <p>Survey results: Members to read for discussion; KR to report back at the next meeting.</p> <p>CoCo: KM/RG to update on the CoCo initiative at the next meeting.</p> <p>Priorities: AB/KR to raise the issue of priorities for 2017-18 at the practice meeting</p> <p>Vascular clinic: KR to check details of the clinic and report back.</p> <p>PPG bank account: NF/KR to check statements.</p> <p>Dorrington Fun Day: RG to check whether Wi-Fi is available at the Village Hall.</p> <p>PPG/Practice issues: RL to report to the GPs/management team details of the meeting and to attend the next PPG meeting.</p> <p>RL to respond to the request to comment on the draft set of PPG priorities</p>	<p>AB/other KR/ongoing</p> <p>KM/ongoing KR/LS TF/NF KR/All KM/RG AB/KR KR/HS NF/KR RG</p> <p>RL RL</p>
Digital health/urology	KR and RG to update PPG members as appropriate.	KR/RG/ ongoing