

The Beeches Medical Practice
PPG meeting
Monday 2nd February 2015, 6.00pm
at Bayston Hill

Minutes

Present: Rob Gough (chair), Sarah Barker, Gill Berry (secretary), Jean Cruickshank, Geoff Garrett, Teresa Griffin, Jill Harvey, Joy Jones, Val Lewis, Karen Moseley, Peter Price, Terry Seston, Gilly Turner, Teresa Wood

	Item	Action
1	Apologies: Nikki Fox, Pam White	
2	Update on Shropshire HeartAge - (RG in Gill Jones' absence) a This issue has been frustrating; GJ has come to the end of her contract, which has not yet been renewed, although she hopes it will be confirmed later this week. Therefore the planned HeartAge event cannot be set today. The Library is being kept informed. b GJ suggests that the PPG can be involved in the following ways: serving tea/coffee, meeting & greeting; knowing our BP and cholesterol figures; helping to man the computers; distributing health promotion leaflets. She suggests that it would be useful to invite David Fairclough (local community enablement officer for BH) for setting up walking groups to keep active; supporting the library staff with displays, etc. c TS outlined the HeartAge project for the benefit of those who have not previously attended PPG meetings. d A couple of the blood pressure machines recently obtained for the surgery could be used. It was also suggested that St John Ambulance could help in providing cholesterol tests; RG will check with GJ as to what resources will be available.	RG
3	Youth Champions - a Karen Higgins was unable to attend this meeting. She has sent out letters inviting young people on the Practice list to attend some Youth Champions training and 19+ replies have been received, which is very encouraging. b The date for training has been set for 16 & 17 February, 10am - 3pm at Christchurch, with lunch/refreshments provided. KM will attend; TS, CM and RG will also go in during the day. c KM is meeting with Nicola Riley on 9 th Feb to give her an idea of what is involved in the training. d The practice may be awarded 'You're Welcome' status for this initiative. The project will also help in improving the diversity profile of the practice.	KM/TS/ CM/RG KM
4	Meeting agenda, AOB & meeting timing a There was no other business notified to the chairman. TS thanked GB for preparing the minutes. b It was agreed to finish the meeting by 7.30pm.	

	Item	Action
5	Minutes of last meeting - accepted with no amendments.	
6	<p>Actions from last meeting</p> <p>a Booking-in machine - PP will look into the possibility of adding in a question regarding the Friends and Family questionnaire. It has also been set up on the website. The test is ongoing and returns now have to be made every month.</p> <p>b PP was unable to attend the parish council meeting on 11 February but is still keen to introduce himself to Teresa Lewis. The PC is eager to recruit new members.</p> <p>c Patient online access - this will become available in April. The PPG is trialling the system, where patients can see problems, medication, immunisations and allergies in their own notes. This is all available under the EMIS system, with the same password and log-in. Anyone interested in getting an early sight of this should contact PP.</p> <p>d Minor surgery waiting times are being assessed. More clinics have been arranged to clear the backlog, which has helped the situation.</p> <p>e PW & NF will set up the PPG bank account this Thursday.</p>	<p>PP</p> <p>All</p> <p>PW/NF</p>
7	<p>Practice issues and update</p> <p>a Update from Dr Griffin - covered by PP below as TG attended later in the meeting.</p> <p>b Update from Peter Price</p> <p>i Parish Council - There will be a meeting on 11 Feb at 7.30 at the Youth and Community building to discuss the parish plan. There is an open invitation to attend.</p> <p>ii Following the news that Dr Smart will be leaving the practice, four people are being interviewed this week. The normal notice period is three months so we could be getting a new GP in May.</p> <p>iii The Partners' Development Plan - PP has forwarded a copy of the plan to RG, who has fed back comments. The plan outlines the surgery's aspirations for the next three years, with three main objectives:</p> <ul style="list-style-type: none"> • Patients - Providing an excellent, safe and responsive service; • External partners - Ensuring we maintain and develop our relationships to allow the business to thrive; • Business - Being financially strong with knowledgeable, satisfied and caring staff <p>The partners would like to hear the PPG's views on the doc, which has also been issued to the staff. The GPs meet once a year to discuss their objectives reflected in the document, which will be a 'living document'. There will also be the aspect of working with other practices to extend working hours (via the GP Federation) and share services; this would be done on a pool/rota basis. Priorities suggested by the PPG are included in the Plan (e.g. 2.3). PP requested that any comments should be made and given to him before the next meeting</p>	All

	Item	Action
	<p>c Update from Karen Moseley:</p> <ul style="list-style-type: none"> i. Last week KM attended a meeting at Sundorne Sports Village on a general Health and Wellbeing pilot scheme for over-18s who need to get fitter. Three leisure centres are taking part: Shrewsbury's Quarry Pool, Oswestry and Ludlow. For a fee of £10 you get a life coach and access to facilities for six weeks, then £20 for the next 12 weeks. KM commented that the publicity could be improved. Over 65s would have to go to their GP before attending. There are no concessions for disabled people, etc. This is a project which could be linked in and promoted at the Library HeartAge event. It is hoped that 200 people will sign up to this scheme. i Men's health awareness: On Feb 4th KM and PP will be meeting with Aidan Wassall of STFC; GJ was also hoping to attend but with her current situation this is uncertain. KM will update the PPG at next month's meeting. ii Youth Champions - KM is meeting Nicola Riley on 9th February re training (see item 3 above). iii The Good Neighbours group had a meeting a few weeks ago. KM has a meeting with her contact (Lisa) on 11th February. She is keen to develop the group. iv Toddler group. KM has had no further contact but still hopes to develop this contact. v Severn Hospice - dates have yet to be fixed for KM's visit. vi SureStart - KM must contact the local group via SureStart's head office. They were initially apprehensive, as they work with vulnerable families, but KM will persevere. vii Dorrington surgery - Some of the original members of the PPG set up a coffee morning in the surgery, which developed into a monthly lunch. KM will attend the next lunch and see if there is any way that the PPG can help. viii Publicity cards (item 6 from previous minutes) - KM will ask about this at Christchurch tomorrow. 	<p></p> <p>KM/PP</p> <p>KM</p> <p>KM</p> <p>KM</p> <p>KM</p> <p>KM</p> <p>KM</p> <p>KM</p>
8	<p>Our priorities:</p> <ul style="list-style-type: none"> a Helping the frail and vulnerable - The 'Good Neighbours' group may be resurrected at some point. They would be interested in working in the outlying areas. KM will know more when she meets with them again. KM was going to provide some information regarding her role, especially in Conover. The information is already in various newsletters. PP suggested that this should be done in a phased way rather than putting too much of a potential burden on KM as her work in this respect is allocated for only 11 hours per week. Some vulnerable people are contacted via the surgery, others are identified via their own close-knit communities. TG commented that KM's could well be a full-time role. Funding is provided via the CCG until the end of March. This may not now be considered a priority as the issue seems to be in hand. b Men's health/PSA testing (TS): This was briefly covered under item 7 c (ii) above. 	<p>KM</p>

	Item	Action
	<p>c Waiting times (PP):</p> <p>i PP is keeping a record of waiting times. For a non-named GP the waiting time is currently 5 days. For named doctors it can vary between 9 and 15 days. An additional locum has been booked for next week to try to reduce this. PP will also plot the trends by GP. Dr Smart is currently off sick. Urgent appointments will be given on the day.</p> <p>ii GH commented that there are a lot of planning applications in BH and objections are being filed, some on the basis of surgery waiting times. TG added that increased numbers of residents will increase the pressure on the surgery. There is scope for increasing surgery times in Dorrington, but this would need to be balanced against the costs of providing an additional doctor. Ultimately we will either need to extend or provide a bigger building with extra facilities. There is some funding provided for development of surgery facilities, but there are substantial problems with this as the business case would have to be submitted next week, having been put forward only two weeks ago.</p>	PP
9	<p>PPG logo:</p> <p>PP showed a draft letterhead showing a beech tree. There has been a request from Keele University to display their logo as The Beeches is a training practice for medical students. The logo will go on stationery and other publicity. It was suggested that the PPG details should also be shown. PPG members will be sent the letterhead and were asked to comment. TW offered to look again at the design.</p>	TW
10	<p>Outstanding actions:</p> <p>RG has culled the action list.</p>	
11	<p>Feedback from SPG:</p> <p>a Discussion centred around FutureFit. Most seem to believe it is unlikely there will be funding for a new building which is one of the stated options being considered</p> <p>b Hospital A&E admissions were discussed.</p> <p>c The Shrewsbury & Atcham locality group is still getting off the ground and were updated on what had happened to date.</p> <p>d Patient Participation Awareness Group - NAPP. A resource pack has been produced which may be useful in terms of advertising the PPG. GH offered to assess the information and feed back to the group.</p>	GH
12	The meeting ended at 7.45pm.	
13	Date of next meeting: 2nd March 2015 at Dorrington, 5.30pm	

ACTIONS FROM PPG MEETING 2nd FEBRUARY 2015

Item No	Item	Actions	Update on Progress
2d	Shropshire HeartAge	RG will check with GJ as to what resources will be available.	
3b	Youth Champions	KM will attend training 16-17 Feb; TS, CM and RG will also go in during the day.	
3c		KM is meeting with Nicola Riley on 9 th Feb	
6a	Actions from last meeting	Booking-in machine - PP will look into the possibility of adding in a question regarding the Friends and Family questionnaire.	
6c		Patient Online access - If anyone is interested in looking at their records early please contact PP at the Practice.	
6e		PW & NF to set up the PPG bank account.	
7b iii	Partners' Development Plan	All to comment to PP before the next meeting	
7c ii	Men's health awareness	KM to update the PPG re meeting with Aidan Wassall of STFC on Feb 4 th .	
7c iv	Good Neighbours	KM to report on meeting with Lisa on 11 th Feb	
7c viii	Dorrington surgery	KM to attend lunch and report to PPG if there are opportunities to help.	
7c ix	Publicity cards	KM to report back to PPG	
8a	Helping the frail and vulnerable	Good Neighbours - KM to provide some information regarding her role, especially in Conover	
8c		Waiting times - PP to continue keeping a record	
9	PPG logo	TW to look at logo design	
11d	Feedback from SPG: Patient participation awareness group	GH to assess information given	

ACTIONS FROM PPG MEETING 5TH JANUARY 2015

Date	Item No	Item	Actions	Update on Progress
5 th Jan	5a	HeartAge	RG to contact GJ (or her successor) to make her aware of our preferences for the Health Event at the library.	
	5b	Flu Clinic/NHS Friends & Family Test	PP to consider a message to be added to the check-in system so that more people would be aware of the questionnaire and complete it.	
	6a(ii)	Patient Online access	PPG members are asked to use the system and provide feedback to the next meeting; if anyone is interested in looking at their records early please contact PP at the Practice.	
	6c(ii)	Update - Karen Moseley	KM to meet with the Toddler group.	
	6c(iii)	”	KM to visit the Hospice to see the facilities offered.	
	6c(iv)	”	KM to speak to Jamie Edwards (STFC) regarding men’s health awareness.	
	6c(v)	”	KM to speak to SureStart group (under-5s) & report back to PPG.	
	7b	Our priorities: Waiting times	PP is keeping weekly reports of waiting times and monitoring the situation.	Action completed
	7e	Our priorities: Youth Champions	i KM, PW and TW have expressed an interest in doing the training. KM to contact Teresa Wood to see if she is still interested in joining with KM for the training. ii KH will send out the draft letter and liaise with KM, PW and TW.	Action completed
	8	PPG logo	Discussion is ongoing; KM/PP will look for beech tree logos and discuss further with TG.	Action completed
	9a	Action list	RG to review the Action List to reduce it if possible	Action completed
	9b	Bank account	PW/NF to set up bank account.	