



	Item	Action
	<p><b>e GP Locality group (PP) (item 5f from previous minutes)</b>  PP &amp; TG have attended a special meeting of the locality group, looking at how primary care in Shropshire could be developed. Volunteer subgroups are being set up from among the GPs. <b>FutureFit 2</b> relates to primary care and follows on from the present FutureFit.</p>	
<b>6</b>	<p><b>Practice issues and update</b></p> <p><b>a Update from Dr Griffin (presented by PP in TG's absence)</b></p> <p><b>i</b> PP has been invited to the <b>Parish Council meeting</b> in February, although he is unable to attend. He will be meeting separately with Teresa Lewis shortly.</p> <p><b>ii Patient Online access</b>  This initiative is coming soon (1<sup>st</sup> April); PP has liaised with RG. There may be anomalies where the record doesn't tally with people's memories! Access does not include information regarding test results. The service is password-protected and is linked to EMIS. RG will send a list of headings to be included in the minutes (Consultations/outcomes, medication). PPG members were asked to use the system in the meantime and provide feedback to the next meeting; if anyone is interested in looking at their records early please contact PP at the Practice.</p> <p><b>iii Out-of-area care</b>  Patients who live out of the area and are registered elsewhere but work in BH can now receive treatment at the practice.</p> <p><b>iv Dr Emma Smart</b> will be leaving the practice at the end of March as she has found work nearer home. Her position will be advertised and recruitment process begins. There are 5 partners at present.</p> <p><b>b Update from Peter Price</b></p> <p><b>i The Partners' development day</b> has taken place and PP is involved in constructing a development plan. He will update the group in due course.</p> <p><b>ii Blood pressure machines</b> - a raffle has been held for the cake donated, which raised £200. A separate donation of £100 was also received. Eight new BP machines have arrived today.</p> <p><b>c Update from Karen Moseley:</b></p> <p><b>i</b> KM has met with a representative of the <b>Good Neighbours group</b>, although it is feared that the group may be folding as the need was not thought to be very great. (David Fairclough is in charge of community development, based at Shire Hall, but it is thought that he is on sick leave at present). No action at present.</p> <p><b>ii</b> KM has not yet met with the <b>Toddler group</b> but hopes to do so soon.</p> <p><b>iii</b> KM spoke to Paul Cronin from (<b>Severn Hospice</b>) today, regarding the facilities offered. KM is still to visit the Hospice.</p> <p><b>iv</b> KM will speak to Jamie Edwards (STFC) tomorrow regarding <b>men's health awareness</b> - he seems very keen to be involved. KM to update this meeting next month.</p> <p><b>v SureStart</b> (under-5s) is set up at the primary school in BH and KM will</p>	<p><b>PP</b></p> <p><b>RG</b></p> <p><b>All</b></p> <p><b>PP</b></p> <p><b>KM</b></p> <p><b>KM</b></p> <p><b>KM</b></p> <p><b>KM</b></p>

	Item	Action
	<p>make arrangements to speak to them. KM to report back to this meeting.</p> <p>vi It was suggested that a <b>postcard</b> could be distributed at the surgery, pharmacy, school, church, etc. to promote the PPG and get a response from all age groups. This publicity should include the new logo. KM to enquire at Christchurch regarding the costs involved.</p>	<p>KM</p> <p>KM</p>
7	<p><b>Our priorities:</b></p> <p>a <b>Helping the frail and vulnerable</b> - nothing else to add at this stage.</p> <p>b <b>Men's health/PSA testing (TS):</b>  TS has spoken to David Baxter-Smith (consultant urologist) who has done similar testing via Bridgnorth Lions and outlined an extensive list of all that would need to be done. DBS would be prepared to help with organising this in Shrewsbury. However, after discussion TS and RG have agreed that it is not feasible at this level, although it may be possible to develop the idea at the higher level of Shropshire patient groups, and the CCG may already have thought about the issue.</p> <p>c <b>Waiting times (PP):</b></p> <p>i PP is now keeping <b>weekly reports</b> of waiting times. The shortest time for routine appointments to see Dr Walsh or some of the locums is 3-4 days; if a patient wishes to see a specific doctor it could be as much as 13 days for Dr Smart, who was off sick. Urgent appointments are always seen on the same day. The situation is being monitored. There is the option of offering a phone appointment with a GP, which can help to ease the pressure on surgery appointments.</p> <p>ii Minor surgery waiting times are to be <b>assessed</b>.</p> <p>iii In response to a question regarding <b>mental health services</b>, the CMHT may use the surgery as a base. There is also a counsellor based at the practice.</p> <p>d <b>Health awareness promotions and community development</b> (<i>see under item 6c</i>)</p> <p>e <b>Youth Champions update - Karen Higgins</b>  KH encouraged us that patient groups do make a difference to the quality of patient experience.</p> <p>i KH has drafted a <b>letter/consent form</b> for young people aged 12-15, to encourage them to be involved in YC. One of the youth workers (Nicola Riley) will be a trainer. Kay Smallbone is also working with young people 5-18 and will be involved in the training.</p> <p>ii The '<b>You're Welcome</b>' standard is aimed at people aged 11-25 - this could involve youngsters implementing the programme. It is hoped to have a date for training in early February, which may take place in the Village Hall. This would count towards YCs' CVs and ventures such as the Duke of Edinburgh award.</p> <p>iii There is a <b>virtual group</b> using social media, and some GP practices have also set up social media accounts.</p> <p>iv <b>Training</b> would take place over two days: 10-3pm either Sat/Sun or two Saturdays. KH would like one member of the PPG/practice to attend, with a group of 10-15 (max 20). Training covers issues such as</p>	<p>PP</p> <p>PP</p>

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	<p>individual health, the wider community's health; health inequalities (learning difficulties, etc.); social/economic factors; public health statistics; learning how to make a change in lifestyle, and working as part of a team. Mental health issues are very important to young people, with self-harm as a major 'cool' thing to do. Youngsters will be encouraged to take responsibility for their own health.</p> <p>Meole Brace School is being targeted for training. Church Stretton School has a number of YCs. Harlescott Grange and William Brookes Schools are also working alongside the school nurses. There are two leaflets, one for parents and one for youngsters, designed by them. Confidentiality is an issue.</p> <p>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.</p> <p>KH will send out the draft letter and liaise with KM, PW and TW. Caron Morton is supportive of keeping the funding for a further five years. KM has contacts in Christchurch Bayston Hill to use their hall.</p>	<p>KM/TW/ PW/KH/ KM</p>
8	<p><b>PPG logo:</b></p> <p>Discussion on this has been ongoing for some time. RG passed around some sketches of possible logos for the website and headed paper, etc. TG has discussed the issue with the partners. KM and PP will look for beech tree logos and discuss further with TG.</p>	<p>KM/PP/ TG</p>
9	<p><b>Outstanding actions:</b></p> <p>a RG will reorganise the <b>action list</b> ready for the next set of minutes.</p> <p>b <b>Bank account</b> - There was a correction to previous minutes: whilst it had been thought that the bank account had been set up, this is not yet the case. PW has now received the account package and will go with NF to the bank to set up the account.</p>	<p>RG</p> <p>PW/NF</p>
10	<p><b>Feedback from SPG:</b></p> <p>a There are now new committees and personnel. The next meeting of the <b>coordination team</b> is tomorrow and RG will be attending. Discussion is expected to centre around FutureFit.</p> <p>b <b>The Shrewsbury &amp; Atcham locality group</b> met in December. At the next meeting later in the month the PPG representatives will report to the group what each PPG is doing.</p>	<p>RG</p> <p>RG</p>
11	<p>The meeting ended at 7.30pm.</p>	
12	<p><b>Date of next meeting: 2<sup>nd</sup> February 2015 at Bayston Hill, 6.00pm</b></p>	

**ACTIONS FROM PPG MEETING 5<sup>TH</sup> JANUARY 2015**

<b>Date</b>	<b>Item No</b>	<b>Item</b>	<b>Actions</b>	<b>Update on Progress</b>
5 <sup>th</sup> Jan	5a	<b>HeartAge</b>	RG to contact GJ (or her successor) to make her aware of our preferences for the Health Event at the library.	
	5b	<b>Flu Clinic/NHS Friends &amp; Family Test</b>	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)	<b>Patient Online access</b>	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)	<b>Update - Karen Moseley</b>	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	<b>Our priorities: Waiting times</b>	PP is keeping weekly reports of waiting times and monitoring the situation.	
	7e	<b>Our priorities: Youth Champions</b>	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.	
	8	<b>PPG logo</b>	Discussion is ongoing; KM/PP will look for beech tree logos and discuss further with TG.	
	9a	<b>Action list</b>	RG to review the Action List to reduce it if possible	
	9b	<b>Bank account</b>	PW/NF to set up bank account.	

**ACTIONS FROM PPG MEETING 17<sup>TH</sup> NOVEMBER 2014**

<b>Date</b>	<b>Item No.</b>	<b>Item</b>	<b>Actions</b>	<b>Update on Progress</b>
17 <sup>th</sup> Nov	<b>5a</b>	<b>Blood pressure machines</b>	Fundraising to continue, e.g. raffles. We may need some more portable machines too.	<b>New machines should be available at both locations in a few weeks' time.</b>
17 <sup>th</sup> Nov	<b>5b</b>	<b>Heart Age initiative</b>	GJ will come back to us once she has spoken to the Library again re using it for a HeartAge event, poss in Feb 2015.	<b>Action closed, superseded by 5th Jan action item 5a</b>
17 <sup>th</sup> Nov	<b>5d</b>	<b>Flu Clinic and Family &amp; Friends Test</b>	Results from both surgeries to be combined; questionnaire to be reworded (PP).	
17 <sup>th</sup> Nov	<b>5e</b>	<b>Waiting times</b>	Routine performance reporting is ongoing (PP).	<b>Ongoing</b>
17 <sup>th</sup> Nov	<b>5f</b>	<b>GP Locality group</b>	TG/PP to feedback to the meeting, particularly with regard to FutureFit.	<b>Action Complete</b>
17 <sup>th</sup> Nov	<b>6a</b>	<b>Patient Online access</b>	PP/RG to look into what is available.	<b>Action Complete</b>
17 <sup>th</sup> Nov	<b>6d</b>	<b>Community &amp; Care Coordinator</b>	<ul style="list-style-type: none"> <li><b>a</b> KH to send a video link of the celebration and is sending a draft invitation letter to RG.</li> <li><b>b</b> KM to provide regular updates to the PPG meeting.</li> </ul>	<b>Both Actions Complete</b>
17 <sup>th</sup> Nov	<b>7b</b>	<b>Priorities: Helping the frail and vulnerable</b>	<ul style="list-style-type: none"> <li><b>a</b> KM to contact Good Neighbours scheme.</li> <li><b>b</b> TS to contact David Fairclough, Community Action officer, to see if he can help.</li> </ul>	<b>Both Actions Complete</b>
17 <sup>th</sup> Nov	<b>7c</b>	<b>Priorities: Men's health</b>	<ul style="list-style-type: none"> <li><b>a</b> KM has obtained publicity material for the pancreatic cancer awareness campaign and will action this.</li> <li><b>b</b> TS will investigate this possibility of Sharpstones Quarry sponsoring a prostate cancer awareness campaign,</li> </ul>	<p><b>Action Complete</b></p> <p><b>Action held in abeyance for now</b></p>
17 <sup>th</sup> Nov	<b>7e</b>	<b>Priorities: Raising awareness of the PPG</b>	<ul style="list-style-type: none"> <li><b>a</b> KM to contact Parent and Toddler groups, over 50s/60s groups.</li> <li><b>b</b> RG to pass on PPG leaflets to KM</li> </ul>	<p><b>Action Complete</b></p> <p><b>Action Complete</b></p>
17 <sup>th</sup> Nov	<b>8a</b>	<b>Bank account</b>	PW to set up bank account.	<b>Action Complete</b>
17 <sup>th</sup> Nov	<b>8b</b>	<b>Cool drinks facility</b>	This would be too costly to consider at present.	<b>Action Complete</b>
17 <sup>th</sup> Nov	<b>8c</b>	<b>PPG priorities</b>	To be discussed at the next Partners Development Day.	<b>Action Complete</b>

**ACTIONS FROM PREVIOUS MEETINGS**

<b>Date</b>	<b>Item No.</b>	<b>Item</b>	<b>Actions</b>	<b>Update on Progress</b>
7 <sup>th</sup> Nov	7	<b>Practice website &amp; the Practice leaflet</b>	Practice to look to get both updated asap – 25/06/14 – Peter to get the website updated ahead of it being advertised to patients.	
17 <sup>th</sup> Apr	8	<b>PPG Logo</b>	Teresa to discuss the logo options with the Management Team	<b>Discussions have taken place and agreement reached; logo still to go onto the website Superseded by Action item 8 of 5th Jan meeting. Closed.</b>
18 <sup>th</sup> Sept	6	<b>CoCo/Good Neighbours</b>	Information to be put together to be sent to the WI's etc – Teresa, Emily and Rob	<b>Action Closed</b>
23 <sup>rd</sup> Oct	5	<b>Newsletter</b>	Teresa to alert us when any PPG contributions are required for the Newsletter	<b>Action Closed</b>
19 <sup>th</sup> Feb	7	<b>Website</b>	Nikki to review the PPG page on the website and provide fresh ideas of how it could usefully be updated.	<b>Action Closed</b>
19 <sup>th</sup> Feb	8	<b>Good Neighbours</b>	Margaret and Jackie to come back to us re ideas of them spreading their volunteer provision area.	<b>Action Closed</b>
2 <sup>nd</sup> April	11	<b>Surveys</b>	Teresa to feedback progress re suggested changes to improve waiting times	<b>Action Closed</b>
30 <sup>th</sup> April	8	<b>Community &amp; Care co-ordinator role</b>	Emily to put a leaflet together to fully describe this role, this will then need to be suitably distributed, The Villager, Parish magazines etc. Update - this is now with Karen.	
28 <sup>th</sup> May	9	<b>Bank Account</b>	Pam to set this up on behalf of the group. Update - Rob to contact Pam to see if this has been completed as yet, Nikki has offered to take this over if Pam is unable to.	<b>Action Closed</b>
6 <sup>th</sup> Aug	7	<b>Cool drink facility in the surgeries</b>	Peter to look into this provision	
15 <sup>th</sup> Sept	6	<b>Flu Clinic and Family &amp; Friends Test</b>	Terry to coordinate the PPG input/support to these two initiatives	<b>Action Completed</b>
15 <sup>th</sup> Sept	7	<b>PPG Priorities</b>	Teresa and Peter to discuss all these priorities at the Partners Development Day	<b>Action Completed</b>