

Caythorpe & Ancaster Medical Practice Patient Participation Group

Notes from meeting held 29 November 2016

Present: Elizabeth Cole (Chair), John England (Vice Chair), Sadie Marshall, Alison Nash, Dr Tony Watts, Adrian Down, Dave Jeffery (Walking for Health) & Kate Holley (Secretary)

1. Apologies: Dr Boyd Gilmour, Doug Vince (Jim Malloch is no longer a core member of the group, Elizabeth has thanked him for his contribution)
2. Dave Jeffery (Walking for Health) was welcomed and introduced to the group
3. Conflicts of interest declaration – none declared.
4. Notes & Matters Arising from the meeting held 28 September 2016

Item 5. Claire Gasson-**Action: Adrian to discuss outstanding action regarding list of useful information with Claire.**

Item 6. Grantham A&E night closure: Sadie provided feedback from ULHT meeting for PPG representatives, which was a presentation on the Trust's evaluation of the impact on amended opening hours with regards to hospital admissions and A&E attendances. **Action: Sadie to liaise with Nikki and to contact Anna Richards (ULHT Comms & Engagement Officer) for 100-150 words regarding the impact for inclusion in the next PPG newsletter. Article to include invitation to patients to feedback their recent experiences of A&E to the PPG. Deadline for the article is 9 December.**

Item 7. Newsletter: Letter to Totemic regarding future funding is on hold until January as current funding is sufficient. **Action: Item on funding the newsletter to be included on January 2017 agenda**

Item 8. Virtual PPG Membership and village activity database: **Action: Kate & Nikki to liaise regarding additional information**

The notes were agreed as an accurate record of the meeting. **Action: Kate to amend & send to Adrian for publishing on the website.**

5. Dave Jeffery (Walking for Health)

Dave described the Ancaster walking groups which include Monday 'Strollers' (less than 2 miles); Wednesday walks of 4-6 miles; Saturdays once per month of approximately 7 miles and Summer evening walks on a Thursday. Walks regularly attract approximately 20 walkers and are considered hugely beneficial to patients for both physical and mental wellbeing. Similar arrangements operate from Caythorpe. Funding for the group will cease in March 2017 and the group currently are looking for support to provide first aid training for walk leaders. **Action: Adrian & Kate to discuss options for facilitating training for both Ancaster & Caythorpe walk leaders, using the surgery as a venue. Nikki will be including an article in the January PPG newsletter with a forward programme of walks and to consider including walking routes for self-guided walks.**

6. Feedback

(i) Healthwatch – nothing to report; (ii) Friends & Family – generally very positive feedback received. There is an emerging theme of pressure on the appointment system with regards

to waiting times to get an appointment. In response, the surgery is organising additional locum cover. (iii) Patient Council – Kate attended the meeting on 30 September and will forward minutes when received. Items of interest included the potential to provide MECC (make every contact count) training for PPG members to enable informal conversations with patients regarding lifestyle advice; and the committee infrastructure enabling patient issues to be passed up through the patient council. (iv) Surgery/PPG – NAPP membership is due for renewal. It was agreed that membership is beneficial with regards to access to information, for example the e-bulletin which can be used to inform the PPG action plan. **Action: Adrian to discuss funding the £40 annual fee with the partners.** John E. had attended a Trustee meeting of the 'patient equipment fund' and they are looking to raise money to provide equipment for the surgery. **Action: John E. to liaise with Nikki regarding a newsletter article on the Trustees and their plans.**

7. Medicines Management Consultation

Sadie and Alison were thanked for completing the consultation questionnaire on behalf of the group. **Action: Adrian to feedback when the outcome of the consultation is made available and an article will be included in a future PPG newsletter.**

8. PPG Newsletter

The next issue will include articles on St Barnabas Hospice; medication advice (written in conjunction with the dispensary); Walking for Health group, self-care information under the heading of Stay well this Winter and information regarding the Government's Keep Warm Keep Well campaign. Also, there will be information from Claire Gasson (Care coordinator). Adrian and Nikki will be meeting next week to finalise the articles with aim of producing a draft mid-December for production early January.

9. AGM Arrangements

With regards to the PPG constitution, notice needs to be given regarding the day, time and place of the AGM and items for the agenda need to be sent to the secretary at least 4 weeks prior to the meeting. The agenda needs to include election of officers and the annual report; which for the first AGM will feature the PPG achievements over the previous 18 months, since September 2015. There was a brief discussion on how best to attract patients to attend the AGM and suggestion to make use of Parish noticeboards for invitation notices and to consider inviting a guest speaker. **Action: It was agreed that the AGM would be held on Wednesday 24 May 2017 in the waiting room of Ancaster Surgery. Time to be confirmed. All members requested to consider items for inclusion and feedback to Elizabeth.**

10. Virtual membership of the PPG and future action plan

Action: Kate to email PPG members and arrange working group to consider action plan and AGM arrangements. (Adrian offered use of a meeting room within the surgery)

11. Items for next meeting 25 January 2017

Agenda items to reach Kate by 18 January. **Action: all to note**
Meeting finished 7.35pm