Caythorpe & Ancaster Medical Practice Patient Participation Group

Notes from meeting held 28 March 2017

Present: Elizabeth Cole (Chair), John England (Vice Chair), Doug Vince, Sadie Marshall, Alison Nash, Dave Jeffery, Dr Simon Robinson & Kate Holley (Secretary)

1. Apologies: Nikki Richardson, Adrian Down
2. Introductions: Dr Simon Robinson was introduced to PPG members
3. Conflicts of interest declaration – as previous, Doug Vince’s wife is an employee of the Practice.
4. Notes & Matters Arising from the meeting held 25 January 2017

Item 3 Walking for Health – a BHF Heartstart course was held on 1 March for local walk leaders. A further course can be arranged when sufficient demand arises.

Item 4 Healthwatch – Nicola Tallent from Healthwatch will be feeding back direct to Nikki for the newsletter and reporting back to the PPG.

Item 6 Action Plan / Carer’s package – sub group still to be formed. **Action: Kate to organise with John E and Alison.**

The notes were agreed as an accurate record of the meeting. Proposed and seconded by John England and Sadie Marshall. **Action: Adrian to publish on the surgery website.**

1. Feedback
2. Healthwatch – *Report received post meeting – copy attached*
3. Friends & Family – generally positive feedback has been received, apart from the difficulty in obtaining appointments. The surgery is investigating ways of increasing capacity.
4. Patient Council – Kate was unable to attend the ‘hot topics’ meeting on 8 March, but fed back her analysis of the main patient issues to the Patient Council. The next meeting of the Council is on 4 April when EMAS is expected to attend.
5. Patient Equipment Trust - nothing to report, next meeting due 3 April which John E will attend. **Action: PET feedback to be included as a standing item**
6. AGM Proposals – 24 May 2017
7. Election of officers - Discussion regarding election procedure to take place at the AGM. It was agreed that there would be a show of hands for Chair, followed by Vice Chair, followed by Secretary. Nominations for Chair - Elizabeth and Doug; Vice Chair – Doug and John E; Secretary – Kate. It was proposed that the current PPG members would each have a vote and the GPs/Practice Manager would be offered one vote. **Action: Adrian to confirm that this is acceptable to the practice.** If required, the Chair would have the casting vote.
8. Annual Report – Elizabeth is writing.
9. AGM official notices – a request for any other agenda items to be forwarded to the PPG via the surgery by 26 April 2017. **Action: Kate to liaise with Adrian to print notices to be placed in Ancaster and Caythorpe surgeries, to include notice on surgery website, facebook page, TV screens within the waiting rooms. Nikki to include notice in Spring edition of PPG newsletter.**
10. The AGM will start at 6pm in Ancaster surgery waiting room. The PPG main meeting would follow at 6.30 in the meeting room.

Elizabeth has met with potential new member who has been invited to attend the AGM.

1. Action Plan
2. Lincolnshire Sustainability and Transformation Plan – Elizabeth and John E met to prepare PPG response, which has been circulated and forwarded to the CCG.
3. Database of village activities – this has dual purpose as a resource for health professionals and to identify potential groups for future PPG involvement. Proposal includes PPG presentation to targeted groups over the forthcoming year to seek involvement and feedback. Individual entries to be checked/contact made to permit info being available on practice website. Potential opportunity for activities to be promoted via practice TV screens.

**Action: Kate to circulate current edition to all members for information**

1. Carers’ package. Support needed to identify patients who are carers and to improve current package. Sub group to seek further information from NAPP and involvement from both short and long-term carers. **Action: Kate to arrange meeting for sub group of John E and Alison.** *(Meeting arranged for 10 April)*
2. PPG Newsletter
3. Spring edition is expected mid-April. It will include items on the AGM, walk programme and a request for information for village activities database. **Action: Elizabeth to liaise with Nikki regarding an article on the STP and PPG response.** Request to all members to forward ideas for future editions to Nikki.

 **Action: Elizabeth to write to Totemic regarding future funding.**

1. Any Other Business

Invitation to PPG members to visit Boston West Fitzwilliam Hospital. Contact info available from Kate.

1. Date of next meeting – AGM 6pm on Wednesday 24 May 2017 at Ancaster, PPG main meeting to follow at 6.30.

Agenda items for AGM to reach Kate prior to 26 April, items for main meeting to Kate by 17 May. **Action: all to note**

Meeting finished 7.45pm