Caythorpe & Ancaster Medical Practice Patient Participation Group

Notes from meeting held 24 May 2017

Present: Elizabeth Cole (Chair), Doug Vince (Vice Chair), John England, Sadie Marshall, Alison Nash, Nikki Richardson, Dave Jeffery, John Rose, Jane Clack, Dr Tony Watts, Adrian Down & Kate Holley (Secretary)

1. Apologies: Dr Boyd Gilmour
2. Introductions: Jane Clack was introduced as a new PPG member.
3. Conflicts of interest declarations – as previous, Doug Vince’s wife is an employee of the Practice. **Action: It was agreed that from this point forward this would no longer be a standing agenda item, but all members would take individual responsibility for declaring any conflict of interest.**
4. Notes & Matters Arising from the meeting held 28 March 2017

Item 6 AGM Proposals – The Practice declined the offer of a vote for the AGM election.

Item 7 Action Plan - i) No further information has been received regarding the Lincolnshire Sustainability and Transformation Plan; ii) Database of Village Activities *see item 6.* iii) Carers’ Package – *see item 6*

Item 8 – Elizabeth has communicated with Totemic regarding continued sponsorship but without progress., **Action: Elizabeth will liaise with Jane to pursue with the company**

The notes were agreed as an accurate record of the meeting. **Action: Adrian to publish on the surgery website.**

1. Feedback
2. Healthwatch – Alison attended a recent meeting in Grantham. **Action: Feedback to be attached to the meeting notes.**
3. Patient Council – Kate was unable to attend but has requested feedback from the Clinical Commissioning Group (CCG), which is currently unavailable due to the cyber-attack on the NHS but will be circulated when received.
4. Friends & Family – Generally positive feedback received. The surgery is aware of the current pressure on appointments which may become evident in the May F&F, partially due to one GP being on long term sick leave and an increase in patient numbers. This pressure will hopefully be relieved with the employment of 3 new GPs in August and a pharmacist in September. **Action: Patient identifiable information will be removed and the April F&F feedback will be attached to the meeting notes**
5. Patient Equipment Trust – the Trust has been successful in sourcing funds for a new larger and more efficient van for prescription deliveries; there are imminent plans for resources to enable the Practice to carry out procedures locally which, besides improving the service for patients; has the potential for income generation; in addition the surgery has taken delivery of a phlebotomy chair.
6. Action Plan
7. Database of village activities – **Action: Kate to re-circulate current edition to all members to check their local clubs and societies for accuracy and omissions. Any new information to be sent to Kate by 9th June and then Kate to coordinate date for next working group meeting.**
8. Carers’ Package-the working group has met and will report back at the next meeting. The surgery will be putting up new noticeboards specifically for carers at both sites. National Carers’ Week is 12-18th June, there is a public seminar on Friday 16th June in Lincoln regarding caring for the care provider. **Action: the working group to invite the Carers’ Champions from the surgery (Debbie at Ancaster Reception and Jo at Caythorpe Reception). Kate to circulate seminar information.**
9. PPG Newsletter
10. Summer edition preparation is underway with expected production early July. **Action: Elizabeth to liaise with Nikki regarding AGM and Chairman’s Report articles. Deadline 15 June for input.**
11. Items for next meeting

Option for speaker to be invited to September meeting, suggestion for new GP or Pharmacist

1. Any Other Business

Walking for Health group has been officially adopted by the Lincolnshire Cooperative as part of a countywide initiative.

1. Date of next meeting – Tuesday 25th July at 6.30 at Ancaster Surgery. Agenda items to reach Kate by 16 July. **Action: all to note and everyone to forward their preferred email and telephone contact details to Nikki to update the list. This is to be used for internal PPG matters only.**

Meeting finished 7.15pm