

Caythorpe & Ancaster Medical Practice Patient Participation Group

Notes from meeting held 25 January 2017

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

1. Apologies: Dr Boyd Gilmore
2. Conflicts of interest declaration – as previous, Doug Vince's wife is an employee of the Practice.
3. Notes & Matters Arising from the meeting held 29 November 2016
 - Item 5 Walking for Health – arrangements to provide first aid training for the walk leaders are being made with British Heart Foundation Heartstart. It is intended to offer two sessions to take place in the meeting room at Ancaster surgery, with any surplus places being offered to PPG members or surgery staff. **Action: Kate to arrange in liaison with Dave and Adrian.**
 - Item 6 – Adrian confirmed the £40 fee for NAPP membership has been agreed. **Action: Adrian/Elizabeth to arrange renewal payment**
 - Item 7 Medicines Management Consultation – outcome has been circulated

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

4. Feedback
 - (i) Healthwatch – nothing to report. **Action: Kate to contact Nicola Tallent to request regular reporting to the PPG;**
 - (ii) Friends & Family – feedback was discussed and demonstrated the use of F&F for both negative and positive feedback which can be constructive in improving the Practice;
 - (iii) Patient Council – Kate attended the meeting in December and has circulated notes to PPG members; she has volunteered to join a sub group to focus on hot topics which may require seeking feedback from the PPG and patients, the first meeting is on 8 March.
 - (iv) Diane Hansen (DH), Head of Engagement & Inclusion, has sought the PPG's comments on how we view the Lincolnshire Sustainability and Transformation Plan (STP) impacting on patients. The purpose appears two-fold. First, for the CCG to have sought PPG views and hence tick a box and second, how we might seek to influence CCG's decision making in a better way. For us to present a credible response we embrace GP Led Commissioning, (supported by the doctors) which guide GP primary care and hospitals to use the commissioning in a better way. **Action: Elizabeth to consult DH for further information. Elizabeth to produce links through NAPP of good practice to be sent separately.**

5. AGM – 24 May 2017

Meeting to take place in Ancaster surgery waiting room. It was confirmed the date does not clash with Ancaster parish meetings. It was agreed to raise awareness for attendance by including invitation to patients on the Practice tv screens, facebook page, newsletter and to provide a delivery box on both reception desks for agenda items. Items for the meeting must be received by 26 April 2017. As this is the first AGM, it was agreed to keep it simple and not to include a guest speaker.

Information stalls still to be considered and to bear in mind setting up time without compromising the daily surgery activities.

The AGM agenda will include election of officers and the annual report. All PPG members may offer themselves for election. If more than one person wishes to stand for an office, there will be a vote. **Action: 1. if anyone would like to stand for office please confirm to Kate prior to the March PPG meeting. 2. All members to forward feedback regarding PPG achievements to Elizabeth to coordinate the annual report. 2. Kate to arrange meeting of sub group to discuss and make AGM arrangements**

6. Action Plan

- (i) Database of village activities is ongoing. **Action: 1. All PPG members to forward any additional support and activity groups to Kate for inclusion; 2. Adrian to remind Claire Gasson for input of useful local information.**
- (ii) 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: sub group to be formed to progress with this topic. If any PPG member is interested, please contact Kate to arrange sub group meeting.**

7. PPG Newsletter

Issue 8 has just been produced and considered the best to date. Copies will be delivered to community points and with prescription deliveries by the end of this week. It was proposed that in future, editions will be seasonal, which will give flexibility for the production date and a theme for articles. Reference was made to the Corkill Award on the NAPP website. Suggestion to include request for local support/activity groups in the newsletter as a useful resource for the Practice.

Action: 1. Adrian to put newsletter online; 2. All members to consider article topics for the 'Spring' edition and forward to Nikki; 3. All members invited to refer to the Corkill Award. 4. Dave to liaise with Nikki regarding article in the Ancaster village magazine on the PPG and newsletter. 5. Funding future newsletters to be discussed at March PPG meeting.

8. Blood Pressure Monitors

The request was raised to make the use of blood pressure monitors more user friendly with particular reference to the time periods of 6am-9am and 6pm-9pm. Dr Watts explained the background of these time periods with regards the accuracy of readings to base future medication. It was acknowledged that the times can be difficult for shift workers and those with different lifestyles, however if patients cannot manage to monitor bp for a week, they can opt for the 24hour fixed blood

pressure monitor **Action: Nikki to liaise with Dr Watts to consider article for Spring newsletter.**

9. Any Other Business

- (i) Dr Watts will be retiring on 31 July 2017 and Adrian will become a partner on 1 August. The Practice will be advertising this week to recruit 2 new salaried doctors with the aim of increasing the number of appointments available. Thanks and congratulations offered to both and also to Carol McNulty who is retiring after 36 years with the Practice.
- (ii) Information has been received regarding Suicide and Anti-stigma training and also an event for carers of young adults 'in transition' aged between 14-25. **Action: Kate to forward information to all members.**
- (iii) Medical Equipment Trust – the new trustees are working hard to optimize funding with a view to acquiring more ambitious purchases for the Practice.

10. Items for next meeting 28 March 2017

Agenda items to reach Kate prior to 21 March. **Action: all to note**

Meeting finished 7.22pm