



Minutes of the Patient Participation Group Meeting held on Tuesday, 8th May 2012

Graham Perry was unable to attend the meeting and in his absence David Lloyd chaired the meeting.

David welcomed all present to the meeting, which included some new attendees.

Agenda Item 1. Present

David Lloyd (Chair), Nigel Vaughan, Susan Vaughan, Betty Moon, Christine Cartwright, Dorothy Lloyd, Sylvia Chase, Sylvia Ellwood, Michael Whitehand, John West, Jan Lloyd, Sheila Dale, Claire-Louise Nixon, Jane Hanlon (Practice Manager), Dr Paul Staten (GP), Dr Nigel Bunting (GP), Norma Plumb, Gordon Lovell, Judith Westell, Fay Read, Allison Carlton, Monica Catelinet, John Neale, Mark Pitman and Angela Lovell.

Agenda Item 2. Apologies

Graham Perry, Rosi Shunmoogum, Anne Nash, Maureen Gladwin, Robert Lea, Toni Rampello, Karen Hough and Bonnie Twynham.

Agenda Item 3. Adoption of Minutes

The April 2012 PPG minutes were circulated prior to this meeting and one change was requested regarding Agenda item 12, NAPP Conference. It was in fact the Care, Quality Commission (QCC) conference run by NAPP that Claire-Louise attended. The minutes were then adopted as an accurate record of the meeting.

Agenda Item 4. Action Points and Matters Arising

4.1 Midsummer Madness event, Sunday 24th June 2012 (Fay Read)

Fay reported that the booking for tables has been confirmed and suggested that the finer details regarding organisation and delegation of tasks to volunteers be discussed at the June PPG meeting. This was agreed.

4.2 Feedback from MK Congress Representative (Allison Carlton)

Allison informed us that the meeting on 16th April 2012 was very much for getting to know one another, fact finding regarding information about the various Boards and the procedure on how people can put themselves forward as representatives on the Boards. Nominations to Boards were requested and the results will be given at the next MK Congress meeting on 21 May 2012.

4.3 Update on Care, Quality Commission (CQC) Conference (Claire-Louise Nixon)

Claire-Louise reported back to us on her attendance at the CQC Conference where attendees were invited to give input into how their doctors' surgeries are run. The organisers plan to visit surgeries and speak to doctors to check that rooms and facilities meet their standards. They will not be looking at their work. Claire-Louise mentioned that comparing us with other surgeries we are doing well, in fact impressive.

Agenda Item 5. Report on First Expedition by the Walking Group (Judith Westell)

We were informed that the first Red House Surgery PPG walk went very well and 14 walkers took part. The sun shone despite it having been very wet earlier in the day and the walkers were a very friendly group who mixed well. Following the walk tea and biscuits were available at the surgery.

The next walk will be on Thursday, 24th May 2012, again meeting at 2 pm at the surgery, and it is expected that the walk will take between three-quarters to one hour. It is hoped that as more people join, graded walks can be organised, ie shorter and longer walks.

There was a competition to name the walking group and the winner and name will be announced at the next meeting.

(Action point. Judith to announce the winner and present the prize.)

Agenda item 6. Next Newsletter

It was decided that we should produce another newsletter and aim for a publication date of 18th June 2012. A list of possible articles was read out and those present were asked for further suggestions. Articles and photographs should be sent to Jane by 22nd May 2012 and these will then be sent to the Editor. Once approved copy will be sent for printing and we aim at a publication date of 18th June 2012.

Agenda item 7. Commissioning Champions Pilot Project organised by NAPP

PPG's in 2 PCT's have been given funding to participate and we were asked if our PPG would be interested in taking part in this project with LINK.MK. This would be over a 12 months period, is nationally recognised, a toolkit is available to assist and expenses would be paid. It was agreed that we should express an interest in participating in this and it is hoped that two PPG members will attend the first meeting arranged for 31st May.

Agenda item 8. Timetable for the next DES online-PRG survey and advance request to identify issues for the survey

David asked that between now and June's PPG meeting we bring thoughts and ideas for the next DES online-PRG survey, including items left over from our last survey discussions. It was previously suggested that tea and coffee be offered to older patients, as in another GP Practice, but this was considered impractical.

Agenda item 9. Establishing Future Targets for ourselves: request to develop ideas for the next meeting

David requested that PPG members bring ideas for future targets for our PPG to the June PPG meeting. This relates to the section “Purposes (What and why)” included in our Patient Participation Group Framework document.

Agenda item 10. Any Other Business

10(a) GP Update

Dr Staten and Jane updated us as follows:-

- The signs to and from the car park are now up.
- Work on patching holes in the surface of the surgery car park will commence on Monday, 11th June and will be in 4 stages. Every effort will be given to keep as much space free as possible during this work.
- The disabled toilet is to be refurbished.
- Soundproofing doors of consultation rooms is almost complete.
- Local advertising is being sought for the TV screen and once this is obtained and agreed, it is hoped the flat screen can be installed and utilized.
- A concerted effort is being made to collect email addresses and phone numbers of all patients ready for the new computer system and to assist with getting patients to complete questionnaires. So far there has been a good response.

10(b) Olympic Torch – Mrs Hazel Staten

Dr Staten was asked if he had any more information on the route that Hazel will be carrying the torch. At present all that is known is that it is expected to be in the Buckingham Road area, possibly between 9.00 and 9.30 am on Monday 9th July. It was suggested by Jane that we give Hazel support and stretch out the Red House Surgery PPG banner as she passes by.

(To be advised of exact location of Hazel's run once known.)

PPG Annual General Meeting

Agenda Item 11. Presentation and Adoption of the Annual Report

Copies of the Annual Report were circulated prior to the meeting and copies were also available at this meeting. In addition, its contents were read out.

Agenda Item 12. Formal stand down of the PPG Officers

The Chairman, Secretary and Treasurer stood down as PPG Officers.

Agenda Item 13. Election or re-election of Officers.

Chairman:

Graham Perry, who was unable to attend the meeting due to being away, expressed his intention, both verbally and in an email, to stand down as Chairman.

Nominations

Claire Louise Nixon was nominated by Graham Perry and seconded by Allison Carlton.

David Lloyd was nominated by Robert Lea and seconded by Angela Lovell.

Both nominees left the room whilst a ballot by a show of hands was conducted by Jane Hanlon and Dr Bunting, David Lloyd receiving the majority of votes.

David Lloyd was confirmed as PPG Chairman and Claire-Louise Nixon Vice Chair.

Secretary:

Angela Lovell was nominated by David Lloyd and it was a unanimous decision by all present that Angela was re-elected as Secretary.

Treasurer:

Christine was nominated by Judith Westell and it was a unanimous decision by all present that Christine was re-elected.

Agenda Item 14. Vote of thanks

The incumbent Chairman, David Lloyd, proposed a vote of thanks to all participating officers prior to the AGM, particularly Graham Perry for his work helping to establish the management organisation of the PPG. In addition thanks were given to all who took responsibility for various sections within the PPG, eg Speakers, Fundraising, Newsletters, Walking Group. This proposal was passed with acclaim.

Dates of Next Meetings

Core Group Meeting - Wednesday, 6th June, 2012 at 12.30 pm

PPG Meeting - Wednesday, 13th June at 6.15 pm
Our speaker is Julie Petzing from Diabetes Care

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Following the meeting, all members enjoyed cheese, wine and fruit courtesy of the Surgery, as a thank you to the PPG for all that has been achieved during the past year.

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