

PRAZE PATIENT PARTICIPATION PATIENT GROUP [PPG] MEETING

Date: Wednesday 14 November 2018

Those Present:

Aurora Talbot **(AT)** (Chair); Alastair McLeod **(AM)** (Vice-Chair); Anne Craig **(AC)** (Secretary); Helen Gambier **(AG)** (Communications Officer); John Nash **(JN)**; Margaret Nash **(MN)**; Amy Allen**(AA)**; Jayne Allen **(JA)**

Apologies:

Mary Tipton; Christine Rowe; Evelyne Pinto-Willis; Jane Thompson.

Meeting Opened at 7.00pm	
Welcome	AT welcomed members old & new and thanked all for attending.
Apologies	Apologies were given as above. AC advised that IW has stepped down from the PPG due to workload from other commitments. AC advised that KJ & JJ have stepped down from the PPG as they have recently moved house and GP Surgeries.
Declarations of Interest (DOI):	None declared.
Minutes of Previous Meeting on 5 th September 2018	Minutes from last meeting agreed to be accurate and signed by AT.
Matters Arising from Previous Minutes	AT thanked IW, KJ & JJ for their contributions to meetings and the work of the PPG. It was noted that the post of IT Co-ordinator remains vacant.
PPPG's Terms of Reference / Code of Conduct / Ethnicity Classification / Acceptance Form	AT read out the Code of Conduct and signed the updated Document.
Bio-Sketch Form	Members have completed and returned forms to AC. New members were invited to complete and return forms. AC will update contact details for the group.
Budget for PPG Expenses	<ul style="list-style-type: none"> ○ Discussion re reimbursement of out of pocket expenses for members attending outside meetings on behalf of the group. Agreed mileage reimbursement of 45p per mile. ○ Discussion re printing costs for practice leaflet. AT has researched Cornwall College Printing Department costs. Agreed Practice to trial in-house printer use by PPG in first instance.
Committee Sub-Groups: Setting Up Rationale	<ul style="list-style-type: none"> ○ AM explained the purpose of forming sub-groups to undertake work for PPG.

	<ul style="list-style-type: none"> ○ Communications/Publicity/Review of Material: HG & MT ○ Events/Workshops – AT volunteers needed for Sip n Chat ○ Articles - for publication e.g. The Chronicle: AM agreed to continue
<p>UPDATE:</p> <ol style="list-style-type: none"> 1. Communications Group / 2. Workshop / Survey Event 14.11.2018 3. Surgery Developments – Practice Manager / Senior Partner 	<p>Communications Group:</p> <ul style="list-style-type: none"> ○ Community Folders: HG explained that Community Folders have been set up at both Praze & Connor Downs Surgeries. MT is maintaining the Folder at Connor Downs and HG the Folder at Praze. These Folders contain details of local Events and local Self-Help Groups. HG asked for help from all in collecting and collating information. MN advised that the Stroke Group had been offered a room at Sainsbury's Penzance for their meetings. ○ Surgery Practice Leaflet: Work in Progress: Review of Practice Leaflet is underway. HG & MT thanked for work to date. <p>PPG Survey Launch Event 14.11.18:</p> <p>Thanks for hard work undertaken by AT & AM in preparing the Survey and attending prior to PPG meeting to promote Survey to patients in Waiting Room at Praze. Survey Forms are prepared for issue at Reception and will be on display in waiting rooms. Patients to be actively encouraged to complete forms by practice staff. AM to collate and summarise at end of survey period (31/12/18)</p> <p>Practice Update:</p> <ul style="list-style-type: none"> ○ Staff: AC advised that a GP and a HCA are leaving the practice in early December. Recruitment is actively underway. ○ Patient numbers: continue to increase with the forthcoming closure of Phoenix Surgery in Camborne affecting all local practices. ○ Dr. Hugh Fairlie is doing some GP Locum work following his retirement and his return to good health. ○ Self Check-In: machine is helping with patient queues at Reception (both sites). ○ Trial of height/weight/BMI/Blood pressure machine at Connor Downs. ○ Promotion of NHS Winter Messages: KCCG Engagement Team (Ben Mitchell) has enquired if he could promote NHS messages alongside a PPG member volunteer in waiting rooms. ○ PPG Virtual Sign-ups: AC reported 2 applications via website during last week. To be invited to participate in PPG Survey. ○ Positive feedback received re new Locum GP used for first time last week by practice and a member of the reception team.
<p>Any Other Business: Suggestions for Next Meeting</p>	<ul style="list-style-type: none"> ○ MN suggested discussion re Sip n Chat – what are attendees interested in? Agreed they are a useful exercise.

	<ul style="list-style-type: none"> ○ Next Sip n Chat event Wednesday 21st November 2018. ○ Costs of alternative venues for other PPG events – capacity in the surgery is limited, agreed promotion of events is essential to any success. ○ JA volunteered to help AT with work of Events sub-committee. ○ ‘Thank you card’ for gift received form PPG from retired Senior Partner Dr. Hugh Fairlie – read to group by AM. ○ Thanks to all for attendance and participation (AT).
Date of Next Meeting	Wednesday 23 rd January 2019 at 7pm at Praze Surgery.
Meeting closed at 08:15pm	

For further Information on PPPG:

<http://www.prazesurgery.co.uk/ppg.aspx>