



**Minutes of the Patient Participation Group Meeting
held on Wednesday, 14th March 2012**

Graham welcomed all those present and a new member to the group was introduced.

Agenda Item 1. Present

Graham Perry (Chair), Maureen Gladwin, Gordon Lovell, Sheila Dale, Sam Shunmoogum, Rosi Shunmoogum, Betty Moon, Sylvia Ellwood, Michael Whitehand, Anne Nash, John West, Fay Read, Dorothy Lloyd, David Lloyd, Nigel Vaughan, Sylvia Chase, Robert Lea, Jane Hanlon (Practice Manager), Nigel Bunting (GP), Lucy Marchand (GP) and Angela Lovell.

Agenda Item 2. Apologies

Judith Westell, Karen Hough, Christine Cartwright, John Neale, Claire-Louise Nixon, Allison Carlton, Bonnie Twynham, Tony Rampello, Mark Pitman and Monica Catelinet.

Agenda Item 3. Adoption of Minutes

The minutes of the February 2012 meeting were circulated prior to the meeting and it was agreed that these were correct, with just a couple of additions to the practice staff present. The minutes will now be published on the surgery's website.

Agenda Item 4. Action Points and Matters Arising

Invited Speakers, February 2012 PPG Meeting

All agreed that Pauline Jarvis and Trudy Stokes from "Action on Hearing Loss" were excellent.

Walking Group

We were reminded that the first walk is scheduled for 25th April 2012 meeting in the Surgery car park at 2 pm. It is expected that some friends from the Fenny Stratford walking group will join us. Suggestions for future walks were given. It is hoped that the walks will develop into different levels of fitness and ability.

(Vicki Clark, Fit for Life Coordinator, Sports Development has arranged for some walk leaders to join us.

It was suggested that a "Name the Walking Group" competition be organised with any suggestions for its name to be left in the Comments box in the surgery.

Constitution Framework Document

To be discussed later in the meeting.

Agenda Items 5 and 6. GP Update and Practice Update

Dr Bunting updated us as follows:-

"Seven members of the MK Commissioning CCG Board have been elected and voted in by colleagues. All are local GP's and further details regarding those elected to the Board along with other information on the CCG can be found on the newly formed website which is – www.mkcommissioning.co.uk (Dr Bunting explained that although the website gives the chairman as Dr Smith and the vice chair as Dr Nasiri they have a shared commitment to the CCG and will be sharing the chairmanship.)"

A quote for £5000 plus VAT has been received for work to be carried out in the car park plus a further quote for £3,000 plus VAT for marking lines. The work is to be done in 3 phrases which will cause some disruption in the car park.

The potholes in the car park are to be cut out and patched.

The CCTV is installed and is now in operation in the waiting areas.

Work on the surgery room doors to reduce noise is to be carried out in March and April.

There will be a change of working hours for 2 of the GP's. Dr Staten will reduce his hours to $\frac{3}{4}$ time and Dr Muhsin will increase her hours to $\frac{3}{4}$ time. Therefore, there will be no reduction in the number of appointments/GP time available.

Agenda Item 7. MK Congress (Patient Representative's Report)

Graham read out a communication from Allison Carlton, our PPG's Patient Congress representative, giving information on the first Patient Congress meeting that was held on 23 February 2012. Allison states that there is much information to gather in these early stages and she will endeavour to keep us all up to speed so that when our input in the decision making process is required she will, together with our PPG, have suitable background knowledge to make informed decisions. If you need any further information Allison's email address is acarlton1965@btinternet.com.

Agenda Item 8. On-Line PRG – Update

David updated us on the On-Line PRG. As a result of the survey, the plan prepared by the surgery outlined two actions. Jane has organised the fitting of soundproofing to the consulting room doors and the number of book-ahead appointments has been doubled.

David's complete and comprehensive report is included as an Appendix to these minutes.

Dr Bunting and Jane thanked David for his hard work with the Patient DES work and the fantastic report which he has produced. This is obviously a professional piece of work and far superior to anything that the Practice could have achieved without him.

Agenda Item 9. Constitution (PPG Framework Document)

The draft PPG Framework Document, prepared by David and previously circulated at the February PPG meeting, was discussed. Two minor modifications were suggested and these were agreed. All agreed it was an excellent document and Graham thanked David for his work on this. It will be carried forward for adoption at the April 2012 PPG meeting.

(Action Point – Adoption of Constitution)

Agenda Item 10. PPG Folders

Nigel was thanked for his very generous donation of a large number of white ring binders to the PPG to boost our fundraising. He agreed that all PPG members should be given a folder free and Jane had kindly printed a cover page which includes the Red House Surgery logo, Patient Participation Group and a line for us to write in our names.

After discussion it was decided that the remainder would be sold at £1 each and will be available from Reception, a sample of which will be on display at the Reception desk.

Nigel was thanked for kindly donating these ring binders to the PPG.

(Nigel will ask his grandson if he will produce an advert for them.)

Agenda Item 11. Any Other Business

South Central Ambulance Service

We were informed that they have been successful in their bid for Foundation Trust status.

Fundraising Events

Discussion took place as to what external events we, the PPG, should participate in. It was decided to again participate in Midsummer Madness in Leon Park but not the West Bletchley Carnival.

(Action Point: Tables to be booked for Midsummer Madness, items for sale to be requested and volunteers required before, during and at the end of the afternoon to help clear away.)

Next Newsletter

It was requested that information on the early signs of a stroke be included in the next Newsletter.

Agenda Item 12. Dates of Next Meetings

Core Group Meeting - 12.30 pm on Monday, 2nd April 2012

PPG Meeting - 6.15 pm on Tuesday, 10th April 2012. Our speaker will be from the Samaritans.

APPENDIX

Red House Surgery

Online-PRG

Report to members of the Patient Participation Group 13th March 2012

As of this afternoon 278 individuals have registered with the online-PRG.

As reported at the last meeting the summary report of the recent consultation exercise (Survey One) has been published on the Red House web together with the action plan prepared by the Doctors with Jane's help.

We do not know how many people have clicked on the link and have read these documents; however 27 people have completed the feedback comments survey and about 15 individuals asked to have the full report sent to them.

The plan prepared by the surgery outlined two actions. Jane has organised the fitting of soundproofing to the consulting room doors, and the number of book-ahead appointments has been doubled.

The report required by the PCT has been prepared and approved by the Partners. The final proofreading of the report was undertaken by Sheila Dale and the version of the report with corrected punctuation was sent to the PCT yesterday. This report will also be available on the Red House Website.

The feedback questionnaire invited people to suggest topics that could be explored further with the members of the online-PRG and PPG. Very few suggestions were made, however the idea of being able to book appointments on line in addition to the existing arrangements was suggested by several people.

David Lloyd
13th March 2012

