



Minutes of the Patient Participation Group Meeting held on Tuesday, 14th May 2013

Agenda Item 1. Registration

Present: David Lloyd (Chair), Sylvia Ellwood, Anne Nash, Rosi Shunmoogum, Maureen Gladwin, Pat Whalley, Michael Whitehand, Victoria Shiner, Fay Read, John Neale, Nigel Vaughan, Linda Boutin, Pamela Lambourne, Gordon Lovell, Sheila Dale, Jan Lloyd, Stephen Bates, John West, Christine Cartwright, Betty Moon, Dr Nigel Bunting (GP), Dr Paul Staten (GP), Dr Huda Muhsin (GP), Jane Hanlon (Practice Manager) and Angela Lovell.

Agenda Item 2. Apologies

Judith Westell, Dorothy Lloyd, Sam Shunmoogum, Allison Carlton and Dr Lucy Marchand (GP).

Agenda Item 3. Adoption of the minutes of the meeting held on 8th April 2013

Copies of the minutes were circulated prior to the meeting and were accepted as an accurate record. They will now be published on the website.

Agenda Item 4. Red House Rovers. Next walk: 22nd May, 2 pm at Dobbies

This May walk will take approximately 1 hour and those joining the walk were asked to bring some money for coffee/tea afterwards.

John reported that the April walk was most enjoyable and 14 people took part.

Agenda Item 5. Red House Champions Project

Jan informed us that this is progressing.

Agenda Item 6. Patients Congress and MK Commissioning report

Victoria updated us on the last meeting of the Patient Congress.

- ❖ It was more structured than previous meetings.

- ❖ As no one else put themselves forward for the focus group she has put herself forward.
- ❖ She has also joined Health Watch.

Agenda Item 7. Horticulture update

Angela mentioned that the raised flowerbeds are looking good and that patients, passers by and staff have made many favourable comments. The weeds have flourished in the last week and these will be dealt with. Bonnie has offered to help.

Agenda Item 8. To decide when the next newsletter will be produced - June or October 2013

This was discussed and it was decided not to publish the next newsletter in June but wait until October so that it can include the dates of this year's flu clinics. This would be followed by a newsletter in Spring 2014.

Allison is happy to continue as Editor for the newsletter.

Agenda Item 9. To celebrate the installation of the new front door

David thanked the Partners and staff for the installation of the new front door and also to PPG members, particularly Jan, for drawing attention to the difficulties some patients had in opening the previous door.

Agenda Item 10. Hand washing poetry competition: report from Rosie, Jan and Angela

Our PPG was asked if there were members who would be prepared to judge a poetry competition, organised by Julie Uglow, Practice Development Nurse of the MK Community Health Service Infection Prevention and Control Team. This was part of World Hand Hygiene Day. Rosie, Jan and Angela volunteered and were pleased to report that the judging was fun and there were some excellent poems. We are waiting to hear from Julie as to the overall winner.

Agenda Item 11. Future programme of speakers

In Judith's absence, Angela informed those present of the programme of speakers for forthcoming PPG meetings.

- ❖ 12th June 2013 - Claire-Louise Nixon, subject to be confirmed.
- ❖ 13th August 2013 - David Toresen will speak on basic life support.
- ❖ 14th October 2013 - Hazel Reynolds will talk to us about Dementia.

Agenda Item 12. Core Group membership list

As this meeting is followed by the AGM and the re-election of officers, Angela suggested that the revised Core Group membership list be updated by the duly elected secretary.

Agenda Item 13. News from the Surgery

Jane updated us with news from the Surgery.

- ❖ The new front door is fitted.
- ❖ Dr Sophie Ellis, GP, has joined the Practice and is working 6 sessions a week, ie Tuesdays, Wednesdays and Thursdays.
- ❖ The self check-in has been sited on the wall, hopefully at the right level.
- ❖ Jane has been asking patients their views on whether to have curtains or blinds at the windows.
- ❖ Downstairs has been decorated and upstairs is to be decorated soon.
- ❖ The surgery is shortly to change its on-line prescription service to use SystemOne, the new clinical system. The new system will go live on 6th June. The existing system will remain active until 24th June. Staff are being trained and passwords will be given to patients when requested. The practice will only give passwords out directly to the patient and parents can only access repeat medication for their children up to the age of 14 years.
- ❖ Jane drew attention to NAPP PPG Awareness Week. The group decided not to take this on although the practice will publicise the work of the PPG during the awareness week to try and encourage new members.

Agenda Item 14. GP Update

Dr Staten informed us that:-

- ❖ The surgery will follow the national programme for Shingles vaccinations.

Agenda Item 15. Any other business

15 (a) It was suggested that we could have a small form for PPG members to complete giving their contact details.

15 (b) The PPG Comments box is to be re-located slightly after the decoration is complete.

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Agenda Item 16. ANNUAL GENERAL MEETING

- (a) The AGM Report: This was circulated to members prior to the Annual General Meeting.
- (b) Election of Officers: It was proposed by Nigel Vaughan and seconded by Jan Lloyd that the present officers continue for a further year in office to which they agreed. That is -

Chairman	-	David Lloyd
Secretary	-	Angela Lovell
Treasurer	-	Christine Cartwright

The AGM was followed by wine, cheese and nibbles supplied by the Practice Partners in celebration of another year for the PPG. This was enjoyed by all present and gave an ideal opportunity to socialize.

Agenda Item 17. Dates of Next Meetings

Core Group	12.30 pm	Wednesday, 5 th June 2013
PPG	6.15 pm	Wednesday, 12 th June 2013