

Patient Participation Group Meeting Minutes 17.7.2018

Attendees PPG: Adrian Rickard (chair), Christine Endacott-Palmer, Judi Pollard, Val Dillon, Alan Dillon, Paddy Cribb, Des Finnegan, Jill Corpes, Jackie Mallery.

Attendees Surgery: Sarah Boltwood(admin)

Apologies: Leslie Clarke

Resigned:

Introductions: Adrian introduced everyone around the table to a potential new committee member.

| Action Items | Outcome | Who to Action |
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| 1.Minutes of last meeting 24/5/18 | <p>Waiting on a response from the choir booked for the Cancer Awareness Event before publishing the minutes on the website.</p> <p>Minutes accepted by group.</p> | Adrian |
| 2.Matters arising from last meeting | <p>Paula still to contact group with regard to TV ads on the TV at Fairlands reception, it was asked if the TV is of benefit to the surgery as some of the adverts even advocate the use of an online pharmacy.</p> <p>PPG were informed that the photo board at Normandy will go ahead with first names of staff only. PPG are not happy with this and would like full names, it was said that most staff are on the website with full names, questioning why the full names cannot also be on the photo board in the surgery?</p> <p>PPG asked if we could keep a spread sheet of actions so they can keep track of what has been achieved and what is still outstanding.</p> <p>Still some outstanding committee member profiles. Any outstanding to be forwarded to Adrian. Photos for the profiles will need to be taken, Sarah to take the photos to upload so all are in the correct format.</p> | <p>Paula</p> <p>Sarah</p> |

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| | <p>Website still refers to Data Protection act 1968 to be updated to Data Protection 2018.</p> <p>Update: Sarah has changed this.</p> <p>PPG's new email address to be added to the website.</p> <p>Update: This has been added to the Patient Participation Group section of the website.</p> <p>It was asked how the PPG email would be managed, Adrian said he will forward any emails to the group once we have received any, currently Adrian and Isata have access to the email.</p> <p>GDPR: Isata to create a consent form for members of the committee.</p> <p>It was asked if the use of using initials in the minutes could be stopped and instead just say "a member said" or "it was asked". In the action column can we have the first name instead of initials.</p> | Isata |
| <p>3.Treasurers Report</p> | <p>£1400 in the account donated as follows</p> <p>£500 from Community Foundation for Surrey £500 from Surrey County Council £200 from Fairwood Helpers £200 from Normandy Parish Council</p> <p>£1000 of the monies to be used specifically for the Cancer Awareness Event and the other £400 to be used for the development of the PPG.</p> <p>Worplesdon Parish Council were approached for a donation but have declined to offer any money as it was not for a specific project.</p> <p>Committee asked to come up with ideas on how to use the funds for development of the PPG.</p> <p>Suggestion were:</p> <ul style="list-style-type: none"> • Advertising of the PPG at the Cancer Awareness Event. This was agreed by all. • Other suggestions were projector buy or hire, laptop, groups own website. | |

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| | <p>Thank you letters to be sent to all that have donated.</p> <p>Community Foundation for Surrey and Surrey County Council logos will be printed on the leaflets for the Cancer Awareness Event.</p> <p>Fairwood helpers have asked for feedback on how the money is spent for the development of the group.</p> | |
| <p>4.Report on PPG Chairs Network Meeting 21.6.2018</p> | <p>Alan feedback to the group information from this meeting that he attended along with PPG's form other surgeries.</p> <ul style="list-style-type: none"> • Surrey Heartlands website has a video on it's website for more on benefits of collaborative working amongst all healthcare providers. • GDPR should be an opt in procedure, PPG's should sign a consent to say what information they are willing to share. • Surrey Care record to be shared with other healthcare providers. • NHS England funds for patient translators. • RSCH will only receive paperless referrals as of 2.7.2018 • East Horsley PPG are trying to establish a network for the lonely ageing population, they have prepared an information booklet for the community. • Haslemere PPG have produced a Respect document to help staff get the respect from patients that they deserve. • Greyshott PPG have T-Shirts advertising the group, these could be good to be worn at events to help promote the PPG. The group have picked up new members, got lottery funding for 2 defibrillators and are focusing on loneliness and have also produced and directory for the community. • The Mill is a virtual group, they virtual group feedback to one member who feeds back to the Practice Manager. <p>It was suggested that loneliness would be a good subject for a future event for the Fairlands PPG.</p> <p>Date of next CCG meeting for PPG's is 13.9.2018 at Dominion House Guildford.</p> | |

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| 5.Effective Management between Practice and PPG | PPG have been invited to attend one of the Fairlands surgery GP weekly meetings held on a Monday. Adrian will attend with Judi. Update: Date confirmed for Monday 3rd September 2018 @ 1pm. | |
| 6.Cancer Awareness Event Update | Event advertised in FLG and local magazines for July and August. It was suggested the group advertise at Emanuel church. Sign needed to say no parking in the surgery car park. | |
| 7.Practice Newsletter and Practice website | Points were raised about the Practice Newsletter as follows: <ul style="list-style-type: none"> • Newsletter too long and too infrequent. Suggest it is quarterly. • Section about named GP to be clarified as to what this means. • Correction needed in the section about if you would like to join the PPG should read if you would like to join the committee, as all members of the practice are automatically members of the PPG by being a patient at the surgery. Update this has now been corrected. Points were raised about the PPG section on the Practice website as follows: <ul style="list-style-type: none"> • Delete previous chair information. • Tab headings to be renamed • Most of the section is out of date Update: The above points have been actioned. Updates to the website are on-going. | |
| 8.AOB | The group all agreed that the potential new member should be co-opted in the group. Update: The new co-opted member has decided not to join the group at this time. | |

| Programme of Events | | |
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| Event | Date & Time | Venue |
| Cancer Awareness meeting | 21.8.2018 2-3.30pm | Fairlands |
| Full PPG meeting | 10.9.2018 10-12pm | Fairlands |
| Cancer Awareness Event | 21.9.2018 1.15-6pm | Fairlands Community Centre |
| Full PPG meeting | 30.10.2018 2.15-4pm | Fairlands |
| AGM | 15.11.2018 7-8pm | Fairlands |
| Full PPG meeting | 4.12.2018 2.15-4pm | Fairlands |