Patient Participation Group Meeting Minutes Tuesday 12th July 2016

Attendees(PPG): Alan Dillon (AD), Val Dillon (VD), Jackie Mallery (JM), Judi Pollard (JP), Frank Clement-Lorford (FCL), Diana Martin (DM), Christine Endacott-Palmer (CEP), Paddy Cribb (PC), Des Finnigan (DF), Ann Gallacher (AG).

Attendees (Practice): Isata Green (IG) Practice Manager, Sarah Boltwood (SB) Practice Administrator.

Apologies: Jill Corpes

Resigned: N/A

Introductions: FCL welcomed everyone and thanked them for coming.

*Please see Practice Manager's notes to at the bottom of these minutes

Action Items	Outcome	Who to Action
1. Minutes approval from Tues 12 th July 2016	Associates, FCL said that the CCG have decided to go through with this idea, however he said that when he discussed this with the practice they did not have any knowledge that it had been confirmed. It was highlighted that some patients may have problems accessing their records online via the Practice's website. It was stated that patients should contact the Practice and speak to a member of staff for clarification of the process and also if they encounter any problems accessing their records. Only the read-coded aspects of records can be viewed.	
	*FCL revisited the point on funding for the PPG and said that it was up to the surgery how they spend the money they get for global projects. It was suggested that going forward the group could request funding for particular things they may require but there would not be a set budget for the PPG. CEP suggested that they put items required in a budget format.	

The PPG had previously requested for the Partners to suggest an area for the group to work on. The Partners suggested a Minor Illness Awareness and Self- Management Event for patients. The Partners also suggested that basic life support training for adults and children may be included in the

event.

Members of the PPG would like further information on what the surgery means by minor illnesses. Also, the group thought that it would be difficult to get patients to attend an event that was just about minor illness. IG explained that the idea was to raise awareness and re-educate patients on how to self-manage certain ailments to help manage appointment demand. Minor illness includes colds, hay fever, headaches etc. things that you can get over the counter remedies for. CEP stated that they could combine the day with Basic Life Support Skills to encourage people to attend.

IG asked the group if they would like our Nurse Practitioner to attend the next meeting to go through what minor illnesses relates to. The group agreed this would be a good idea.

PC suggested having the event at the surgery with GPs and the Nurse Practitioner as well as speakers on specific topics. IG suggested that it would be a good idea to include the pharmacy as well so that they can discuss how they would be able to support patients with minor illnesses and the various medications, available over the counter, for minor illnesses.

IG mentioned that it would be good to have the event prior to autumn as this is when the surgery sees an upsurge in minor illnesses which carries on throughout winter.

Natasha Wasum (Nurse Practioner) will attend the meeting in August to answer any questions the group may have on minor illnesses. FCL to give a slot time on the agenda.

FCL

CEP

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	At the last meeting, JP said she had attended a local Diabetes UK group and had said that a lot of CCG's put money into these groups for education, however Guildford & Waverley CCG does not, JP had asked FCL if he could raise this with the CCG and will email details to FCL	JP & FCL
2. Constitution	AD went through the remaining points of the group's constitution. All points were discussed and voted on and agreed by a show of hands. AD has now updated the Constitution, please see attachment. This will need to have final approval at August's meeting.	All
3. AOB	draft constitution ed2.docx IG asked the group if they had thought any more about the Practice patient surveys. FCL said it would be added as an agenda point for the next meeting. Members of the core PPG	FCL
	are to look at previous questionnaires and discuss at next meeting. FCL said that he will add a point to the agenda for next meeting to set a date for the Annual	FCL
	General Meeting (AGM). CEP raised a question to IG with regard to the proposed 1100 houses to be built in Normandy; CEP asked if the surgery were ready if the proposal goes ahead. IG stated that she had already considered the proposed additional housing and how this would affect the Practice. She had also thought about approaching the developers to find out if they had taken the provision of Healthcare Services to the potential new population into account. She had not done so yet as it is not clear whether or not this project will proceed and did not want to get involved at this stage. IG asked the group whether they felt it is a good time to approach the developers.	
	CEP will update IG to let her know if the issue of healthcare services was raised at any of the development meetings.	

Programme of Events

Date of next meeting: Tuesday 16th August 2.30 – 4.30pm @ Fairland's Medical Centre

*Please see below notes from Isata Green (Practice Manager)

For further clarification, the CCG has since confirmed that Practices are not allocated funding to support PPGs and their activities and that a mistake was made in the interpretation of the wordings of the GMS Contract and Enhanced Services during the last PPG meeting held by the CCG. This email was sent to Frank and copied to Isata. Please find attached.