

Patient Participation Group Meeting Minutes Tuesday 20th September 2016

Attendees (PPG): Jill Corpes (JC), Moira Newman (MN), Frank Clement-Lorford (FCL), Des Finnigan (DF), Alan Dillon (AD), Val Dillon (VD), Diana Martin (DM), Paddy Cribb (PC), Judi Pollard (JP), Jackie Mallery (JM).


Attendees (Practice): Sarah Boltwood (SB) Practice Administrator.

Apologies: Christine Endacott-Palmer

Resigned: Ann Gallacher

Introductions: FCL welcomed everyone to the meeting and thanked them for coming. FCL gave apologies for those that could not attend or who have resigned.

Action Items	Outcome	Who to Action
1. Approval of minutes from 16 th August 2016 meeting	<p>JP raised a point about a Diabetic Education Event that she had attended which was organised by a PPG from another CCG. JP said that other CCGs put money into these groups for education and asked why Guildford & Waverley do not provide any funds.</p> <p>FCL has raised the point with Guildford & Waverley CCG but has not yet heard back. FCL & JP to chase this. JP said that she is attending another meeting on 3rd October and will raise this point at the meeting to see how the funding works.</p> <p><u>Minor Illness Event: Points from Last Minutes of last Meeting</u></p> <p>At the last meeting the group talked about the Minor Illness Educational Event that the surgery has suggested the PPG organise.</p> <p>DM had a few questions to ask about the points raised as follows:</p> <p>DM raised a point about walk-in Centres; she thinks there is a drop in clinic at the RSCH. SB has found the following information about this service, RSCH is not a walk-in Centre however you can book to see a GP out of hours via the 111 service if they deem it necessary, see</p>	FCL & JP

	<p>attachment below.</p>  <p>NHS 111 and walk-in centres.docx</p> <p>DM raised a point about prescriptions that was stated in previous minutes. It was stated that if-patients-visit the pharmacy instead of going to their GP for certain minor ailments, then some patients may be reluctant to buy medications over the counter if they usually do not pay for them. She stated that GPs would not prescribe medications if patients were not meant to take them.</p> <p>The PPG clarified the matter to DM by stating that the idea of buying over the counter medications was meant for one off minor ailments not for regular medications that patients take continuously.</p> <p>The rest of the minutes of the previous meeting were approved.</p>	
<p>2. Minor Illness Event Update.</p>	<p>PC updated the group on the progress of the sub-committee in organising the educational event that the Practice has suggested they carried out on Minor Illness.</p> <ul style="list-style-type: none"> • Sub-committee meeting was held on September 3rd. • Days agreed to hold the event were a Wednesday or a Thursday in November. (Isata to confirm exact date). • Time to be 6pm. • 4 speakers to include GP, Nurse Practitioner, Pharmacist and Woking Walk-in Centre. Each speaker would have 10 minute slots. (FCL to arrange) • JM has been investigating where we can publicise the event. • MN will do a draft poster for the event, once dates confirmed. • The surgery will help with the printing of posters/leaflets. • On the same evening at 7pm, there would be the re-launch of the Patient Participation Group (PPG) at the AGM. • Refreshments to be provided by the 	<p>IG</p> <p>FCL</p> <p>JM</p> <p>MN</p> <p>SB</p>

	<p>Surgery.</p> <p>Sub-committee will hold another meeting prior to the event, date TBC.</p>	
3. Practice Annual Survey	<p>The group decided that they would form a Sub-committee to discuss and finalise the questions for the Annual Practice Survey.</p> <p>Sub-committee members:</p> <p>Frank Clement-Lorford Diana Martin Allan Dillon Val Dillon Judi Corpes Judi Pollard</p> <p>Date for this meeting will be Saturday 29th October 10am – 12pm @ Fairland’s Medical Centre.</p> <p>SB to send out previous surveys to the sub-committee.</p>	SB
4. AOB	Nothing to report.	
5. Date of Next Meeting	Tuesday 25 th October 2016 2.30pm – 4pm @ Fairland’s Medical Centre.	

Programme of Events
<p>Minor Illness Sub-committee Meeting – September/October, Date TBC</p> <p>Patient Participation Group Meeting – 25th October 2016 2.30pm-4pm @ Fairland’s Medical Centre.</p> <p>Practice Survey Sub-committee Meeting – Saturday 29th October 2016 10am-12pm @ Fairland’s Medical Centre.</p> <p>Minor Illness Education Event - November, Date TBC</p>