

Three Villages PPG Meeting Minutes from the meeting held on 27th March 2019

1. Present: Adrian Head (AH) Chair; Sue Helm (SH) Minutes; Liz Davenport (LD); Hilary Taylor (HT); Irene Arrowsmith (IA); Alan Watkins (AW); Paula Collins (PC) Practice Manager; Josh Corns (JC) Asst Practice manager; Colin Burch (CB); Linda Sabin (LS); Marion Griffiths (MG); Reverend Tom Chapman (TC).

2. Apologies: Bob Homer; Inge Hill

3. Minutes from the last meeting of 26th January 2019

One amendment to point 14 the item should read GP Survey and not GP Surgery

4. Matters arising from the minutes

Point 17 Wollaston Surgery

LS raised a matter concerning items of crockery belonging to the tea party group that had been cleared out of the office and mistakenly taken to local charity shop. Agreed that practice will pay the tea party group for the items to the value of £50 – **Action PC**

Other items at the surgery belonging to the tea party are a laminator, ring binders and a filing cabinet. SH confirmed that the laminator would be useful – **Action :CB to collect before 12th April**

Cabinet may be able to be sold – **Action: LS to advertise**

5. Locality Group feedback – LS

LS did not attend the meeting and minutes will be distributed separately.

6. POPS meeting – SH

SH reported on the POPS meeting of 7th Feb which was attended by SH and HT from PPG. Date of closure for Wollaston surgery had not been available at the time of the meeting and the PPG members were advised to attend the PCCC meeting to have this confirmed.

Next meeting is 3rd April – SH and IA to attend and report back

7. Events attended

Back Pain workshop attended in March by LS, IA and HT. The event was poorly run with 1 member of the workshop dominating the session. No conclusions were made and no feedback was given. CCG to review the session and report back.

8. Wollaston Surgery Update

PC confirmed that the closure day would be 12th April. There will be no clinical appointments at Wollaston on that day but the building will be open for patients to access if required.

Message has been posted on Facebook to this effect.

Books in surgery – 96 books in total. Agreed that CB will take some to the tea party to sell and the remainder will be donated to charity shops and to the SHSCC for them to sell.

9. Practice update – PC

Present focus is on Wollaston and the closure of the building.

Trying to obtain extra consulting rooms at SHSCC

Recruiting for 2 reception staff – part time positions for greater flexibility

Dr Barr returning from maternity leave in September 2019

PPG agreed that a letter be sent to receptionist Vicky Neale for her support at Wollaston and for all the good work she has done there. **Action – SH**

Current registrar finishes in August 2019 and practice will take on another trainee

Car parking audit being carried out – information being collected by CHP – **Action: AH to request an update on this from CHP on PPG behalf**

10. GP Survey results – PC

SH referred to an item in the POPS newsletter re PPGs reviewing the GP survey data and how this can be made available to patients.

PC stated that the survey results had not yet been discussed by practice staff but that the information will be made available for the PPG to discuss at the next meeting in May 2019.

11. Tea Party meeting- CB to confirm the date of the tea party AGM and the venue. Provisional date 10th April 2019 at SHSCC.

LS confirmed that the date of the Lions concert is 16th April, not 10th April as previously stated.

12. Any Other business

Elected officers - CB agreed to continue as vice chair of the PPG and treasurer until further notice

Defibrillator – AH had seen article in Stourbridge News about the defibrillator being resited to Aldi. However, the practice have confirmed that the machine currently at Wollaston will be resited at SHSCC so that there is one on each floor for patients.

SH provided meeting with details of costs of installing box (£800) and monitoring as done at Kingswinford CC. Their machine was funded by West Midlands Ambulance Service, monthly monitoring is done by the U3A group and they request new pads or service as required.

Agreed that it would be preferable to have a defibrillator in Wollaston village and CB to contact councillor and maybe Community Forum to see if they can support.

Action- CB

Parking – MG raised concerns of residents and patients in her area re parking at SHSCC and of transport to the surgery.

Communication -HT raised an issue relating to a missed contact from the practice and what the correct procedure should be. PC confirmed that a letter would normally be sent to a patient if they were unable to be contacted by telephone – PC to look into this matter

Tea Party May 2019 – IA advised the group that local solicitors will be present at the next tea party to talk to patients about wills, power of attorney and probate etc.

AH confirmed that Signs & Symptoms Speaker booked to attend the June tea party meeting.

Fundraising – PC would like ideas on fundraising events – **Action: SH to add to next agenda**

Practice website – JC updating website and posting on facebook. SH to send him an invitation to Nextdoor Amblecote which is another useful social media platform

Facebook site – SH reminded the group that there has been an offer of help from a POPS member in setting up and running a facebook page – **SH to contact** with provisional date. LS and AH interested.

Prescription ordering – CB raised the issue of changes to the way that prescriptions for opioid drugs can be ordered. At present these cannot be ordered electronically. **Action : PC to check and clarify**

POD were due to attend a PPG meeting but were unable to attend – SH asked whether they were going to be asked to a future meeting – **Action: PC to check with POD manager**

Date of next meeting – 22nd May 2019 at 6.15pm