

Three Villages PPG Minutes of meeting 22nd January 2020

1. **Present:** Present: Adrian Head (AH) Chair; Sue Helm (SH) Secretary; Sandra Hall (Sha) Practice staff; Linda Sabin (LS); Hilary Taylor (HT); Debbie Whitaker (DW); Rev Tom Chapman (TC); Josh Corns (JC) Asst practice manager; Irene Arrowsmith (IA); Marion Griffiths (MG); Liz Davenport (LD).
2. **Apologies:** Colin Burch (CB) Treasurer; Carol Longmore (CL); Inge Hill (IH); Bob Homer (BH); Alan Watkins (AW); Heather Beddows (HB); John Malpass (JM); Keith Brown (KB), Paula Collins (PC) Practice Manager
3. **Guest speaker – Matt Brookes**, Listening & Guiding Advisor with 3 villages medical practice. Employed on a 12 month contract for 19 hours over week on Tues and Wed 8am – 3pm and Thursdays in outreach. Patients referred to him instead of being prescribed drugs as a more holistic approach to well-being. Patients will receive up to 8 sessions of 45 minutes per session. His role fits in with the Talking Therapy service and covers the new Primary Care Network group. He will liaise with community groups to find suitable activities and interests for patients and will work with other agencies to achieve this. Committee found this very interesting and invited him to a future tea party meeting so that he can outline his role to patients.

Guest speaker – Doreen Darby, volunteer with U3A Kingswinford. Doreen runs a number of groups for the u3A and her motivation is to help others to help people who are unwell or in hospital or need some help in their lives. She is an advocate for services such as Ring and Ride and for the bereaved and volunteers in other services such as libraries. The committee suggested that Doreen and the previous speaker Matt should liaise over group activities to take this forward. JC to pass on Doreen's details to Matt.

Suggested that Doreen also attend a future tea party meeting. Ls to invite her.

4. Minutes of the last meeting Nov 2019

CB highlighted some minor amendments to defibrillator costs for item 5. SH to amend. Minutes agreed as true record.

5. Matters arising

Point 4 – Telephone system – no date yet agreed for upgrade and best provider to be identified.

Point 4 – Pharmacy charges – LS asked practice to send details of local pharmacies offering free home delivery of prescriptions – JC to send.

Point 4 – reconfiguration of surgery – date to be confirmed

Point 6 – Defibrillator – Pc passed thanks on to CB for all his efforts to obtain this. CB to arrange publicity shoot with Aldi and family of Dr Pope

Point 8 – Plaque commemorating Dr Pope – Cost confirmed as £298 + vat to have it erected. Committee suggested that it is sited by the tree in the car park.

Point 15 – Nurse training practice – discussions with CCG taking place in recruiting more student nurses

6. Wollaston Defibrillator update

Installed at Aldi on 16th January 2020 and some members had seen a post on Facebook advertising this. As in matters arising more publicity to follow.

7. Fundraising proposals for PPG/Practice

Funds will be needed for the upkeep of the defibrillator

Other expenses include hire of the church all for tea party meetings

Proposals received from practice staff for height/weight machine that also does BMI and blood pressure readings. CB also has quote for this which is less than that of the practice.

Suggestion for interactive play zone in waiting room for children – to be costed

Suggestion for wheelchair for practice as there is only 1 on site at present.

AH to contact CB re costs

Suggestion of fundraising activity – quiz night to be arranged as previously discussed. HB to organise.

8. Locality group meeting – HT/LS

KAB locality meeting – made up of 9 surgeries. David Stenson from the group wants this to continue, HT will be contact for PPG.

PCN meeting – to be made up of 7 surgeries from AW, 3 villages etc. 1 meeting held on 18th January 2020 but no other surgeries attended. LS will be contact for PPG

Action – LS to send updates to HT

9. POPS update – HT

Minutes from last meeting on 27th Nov distributed to all by email. Big project on bereavement and end of life care – 7 standards. Dr Robinson is leading on this for practice. Bereavement leaflets being given to patients from practice.

POPS minutes – point on how PPGs can support others, how people can support others and be more prepared for end of life care. Emphasis is on what the patient wants for themselves. Next meeting 5th Feb 2020 – IA and HT to attend.

10. Practice update – JC

Care Quality Commission (CQC) – annual telephone review took place and inspectors very impressed with practice and with the relationship between them and PPG. Praise for fast track system.

SHall attended Public Health England course which follows on from Signposting so that she can provide some support to patients.

Advanced nurse practitioner Rachel leaving in Feb 2020 for another practice.

Recruiting for new GP instead of replacing ANP

Recruiting for new admin role for a patient care co-ordinator to deal with recalls, invitations and follow ups. 20 hours post.

Dr Taylor currently on maternity leave has given birth to a boy.

11. FFT December 2019

December FFT report distributed. Interesting comment re cancelled appointments and suggestion that these could be made available online, JC to raise this with partners. JC reported that in past year there were 303 responses per month, of these 285 would recommend the practice, 11 were unsure and 16 would not recommend the practice. Patients living outside the catchment area of the practice have been trying to register but have been contacted and advised to register at a more local surgery to their home address.

12. Any other business

LS – Patient survey has not been carried out for some time. JC to raise with partners and to timetable for after reconfiguration has taken place.

SH – NAPP newsletter distributed by email. PPG Awareness week taking place 1st – 6th June 2020. Suggested that we take part this year to try to get more committee members.

Date of next Meeting – Wednesday 25th March 2020 at 6.15pm.