

TRENT VALLEY SURGERY
Patient Participation Group

Minutes of the meeting held at 5pm on 15 January 2019 at Sykes Lane Surgery Saxilby

1. Present:

Paula Bacon (Practice Manager)
Sylvia Bone
Dennis Browne (Chair)
Vivienne Carmichael
Sue Ford
David Greenop
Natalie Mawer (Practice Nurse)
David Wall (Treasurer)

Paula introduced Natalie Mawer, Practice Nurse, explaining that she was keen to become a new member of the Group. Dennis welcomed Natalie on behalf of everyone.

2. Apologies

There were no apologies.

3. Minutes of the last meeting

The minutes of the last meeting were accepted as a true record.

4. Matters arising from the last meeting

4.1 Dementia Training

David G reported that he had arranged with Steve Roberts a planning meeting to discuss an agenda for the dementia training session. Representatives from Saxilby and Ingham Good Neighbours Scheme (SIGNS) would also be attending the meeting to share their requirements. Paula reported that Practice staff would be doing dementia training online, and Natalie would represent the Practice at the planning meeting. David G would represent the volunteer drivers. Those present agreed the session would be useful and looked forward to attending the session once details were finalised.

Action: David G, Natalie

4.2 Flu Clinic Saxilby 24 November 2018

Vivienne reported that she had attended the Clinic and handed out the PPG's information leaflets to patients as they queued for their vaccinations. She had explained the concept of a virtual contact network and invited patients to give their contact details and sign their consent to receiving correspondence from the PPG, for example, requests to take part in consultations on service provision, and news about healthcare developments.

Vivienne reported that raffle tickets sold at the Clinic, and during the week before and after the Clinic, raised £200 for PPG funds; she thanked everyone who had taken part.

4.3 Mobile phone purchase for PPG use

Sylvia presented the costings on mobile phones she had sourced, and a discussion followed on which equipment to purchase. It was agreed Sylvia should purchase the phone and the SIM card and be re-imbursed from PPG funds. David W offered to donate a mobile phone he possessed but didn't use if it was still in working order. Dennis thanked Sylvia for her research.

Action: Sylvia

Post-meeting note: David W located his surplus mobile phone making purchase of a new one un-necessary

5. Wine and Cheese Evening 25 January 2019

Sue thanked Practice staff and PPG members who had donated wine for the event, and she thanked David G for designing and printing the impressive poster and tickets. Sue reported that preparations for the evening were in hand, but 20 tickets only had been sold so far, and following a discussion on new ways to promote the event everyone agreed to try to sell more.

Action: All

6. Chairman's report

Dennis had nothing to report.

7. Treasurer's report

David W distributed copies of the PPG bank account summary as at 30 December 2018 showing a balance of £614.44.

8. Practice Manager's report

8.1 Paula invited Natalie Mawer to introduce herself to those present. Natalie explained she was pleased to join the Group and hoped to learn more about the PPG and its objectives, and provide clinical input as appropriate to help with its projects. Vivienne offered to send a copy of the PPG Constitution to Natalie.

Action: Vivienne

8.2 Paula reported that arrangements were underway for a 42" tv screen to be installed at Torksey surgery, enabling patients there to enjoy similar news and information sharing as patients at Saxilby Surgery.

8.3 Paula reported that sockets had been installed in preparation for the Surgery Pod at Saxilby, and a discussion on the benefits of this technology followed.

Paula introduced Donna Allen, new Dispensary Manager at the Practice.

9. Doctor's report

Dr Nagappa did not attend the meeting as he was still working. It was agreed that a doctor's presence at every meeting was not necessary (although welcome) as Paula would liaise effectively between the PPG and the doctors as required.

10. Apportionment of PPG Funds

A lengthy discussion took place on how to make the best use of the proceeds of PPG fundraising activities. It was agreed that the contributions promised towards the Blood Pressure Monitor and the Torksey tv screen should be donated to the Practice for that purpose.

11. Any other business

11.1 Sue raised the question of future fundraising activities, and it was agreed that this should be an agenda item for the next meeting. Everyone was invited to bring suggestions for discussion.

Action: All

11.2 David W led a discussion on the sale of used books in Saxilby Surgery for PPG funds. It was agreed that David would liaise with Paula and install a bookcase and collection box for payments.

Action: David W, Paula

11.3 David G reminded the Group of the need for a policy on what information the PPG is collecting from fellow patients and how it will be used. The importance of compliance with General Data Protection Regulations (GDPR) was understood by all those present, and it was agreed that patient contact details provided to the PPG for the virtual contact network would be collected and stored on a separate server in the interests of confidentiality. David agreed to draft a policy and bring it to the February meeting for discussion and adoption.

12. Date and time of next meeting

19 March 2018

