

Park and St Francis Surgery  
Patient Participation Group  
Committee Minutes  
Held at St Francis Surgery 15<sup>th</sup> June 2016 at 16.30

## Minutes

### Present:

Janet Blann (Chairman)  
Lilian Hobbs (Vice Chair)  
Claire Parsonage  
Dennis Pearce (Treasurer)  
Brian Saunders  
Carol Burton  
Phil Waterton  
Sue Levesque (Practice Manager)  
Mark Rickenbach (GP)

### 1. Apologies for Absence:

Apologies were received from Elizabeth Hill

### 2. Election of Officers

Janet Blann, current Chair, advised the Committee that she has decided to stand down.

Lilian Hobbs, the current Vice Chair advised that she felt unable to take on the role of Chair unless the current Constitution was changed. She felt that the current election of officers, by the Committee, was undemocratic and that it should be decided by the wider membership. There was a variance of opinions on whether the Constitution (re the Election of Officers) should/ needed to be changed. There were also concerns re the methodology of the proposed change.

Claire enquired about the role of the Chair which was explained by **JB**.

Following discussion it was agreed that **LH** would take on the role of Acting Chair and the decision on whether to change the constitution would be deferred and become a main agenda item at the September mtg.

### 3. Minutes of last Committee Meeting

Matters arising from the previous Committee Meeting held 24<sup>th</sup> March: although written there were no copies available for perusal.

### 4. Minutes for AGM held 20<sup>th</sup> April although written were not available.

**AP: JB** to check current status.

### 5. Discussion about future contact with members

There were concerns about the, 'staff time', required to send AGM notice to the 2 ½ thousand patients that the practice have email addresses for. There were concerns that for each 'full' PPG mtg. a full day for a member of the admin team will be required.

**AP: LH** to discuss with **SL** outside of the mtg.

## **6. Project Reports**

Frailty Clinic update - Dr Rickenbach gave us an update on the Vanguard project. There will be an intergrated care clinic based at Park Surgery. This will be held twice a month on a Wed pm. The GP will work alongside Community Health Nurses, Social and Mental Health Services with access to tests and charitable organisations. 2 % of the practice patients are 'vulnerable', especially those with cancer, and they will be the initial focus.

A bid for funds for a Receptionist and 'rent' of building have been submitted. It will be launched 7<sup>th</sup> September.

Gosport and New Forest are undertaking a similar project.

**JB** has been involved in the scoping, in her role as Chair of the PPG and her knowledge of working with local community groups.

Care.data update- **JB** participated (as a patient) in a Video which will form part of a Presentation.

A further m'tg to give an update and 'next steps' was cancelled due to a lack of participants.

Dementia Action group in Chandlers Ford - following the talk on Dementia at the AGM, **JB** attended a Chandlers Ford Action Group. Eastleigh Borough Council and Dementia friends are looking to establish four / five groups in Eastleigh. They want to make shops/ business more Dementia aware.

**JB** handed **SL** a poster re Dementia friends to place in the Surgery.

You can train to become a Dementia Champion and then you are qualified to give 45 minute presentations to shops/ business.

**JB** is to undergo training.

Beverley Rose has set up a working party to look at Lonliness, **JB** went to the initial m'tg. **CP** to go to July m'tg in Jan's (PPG) place.

Display screens - **LH** advised that the screen at Park is up and running. There had been some problems with the screen at St Francis which had been resolved but it was felt that the problem maybe due to the old laptop. The Committee were asked as to whether anyone had an old laptop to replace the one at Park. **PW** advised he may be able to provide one.

A followup from the Survey is Education re use of online services- **LH** to arrange.

Any other actions following survey results – none.

## **7. Speaker & Agenda for Full PPG 20<sup>th</sup> July.**

Following discussion it was agreed to use the 'topic's' suggested by attendees at the AGM.

Dr Arden will be approached to talk on 'Heart Disease' on 20<sup>th</sup> July.

Kate Lockhart will talk about 'Diabetes' on 9<sup>th</sup> November

**AP: SL** to look for someone in the practice to talk on Arthritis.

**CP** asked whether a slide on the display screens could alert patients to the fact that details/ contents of the talks are on the Practice website.

### **8. PPG/CCG Meeting 2<sup>nd</sup> July**

Committee members were reminded of the m'tg.

### **9. Updates from Dr Rickenbach.**

**MR** advised we have 3 Registrars.

Research work continuing. Candid – looking at persistent cough and bowel problems to see if they are indicators of more serious problems.

The Practice is to provide First Aid cover at the Eastleigh Community Games 18<sup>th</sup> June.

Inspired Living, Hampshire to Rome Cycle 2016. **MR** will be riding part of the route as a member of a 30 strong team **LH** will be part of the Support Team.

### **Practice Report**

Sue gave various updates:

- a) Healthwalks, Hampshire County Council are working with West Hampshire CCG to promote these. Practice has leaflets. Can PPG promote this?  
**CP** advised she had been on some of the local walks and they were short of 'leaders' for them. Do we want to promote something that may, in areas, be over subscribed.  
**AP: SL** will make enquiries.
- b) From 1<sup>st</sup> July the Practice needs to be compliant with accessible standards. Information should be available in various formats so, for example, people with learning disabilities, hearing loss can access it in a format suitable for their needs.
- c) PPG have an Admin lead, Sally.
- d) We were unsuccessful in our application for the Corkhill award, no feedback as yet.
- e) We are unable to access the National Association Patients (NAP) website.  
**AP: SL** to establish access for us.

### **10. AOB**

**CP** asked for confirmation that Nurses are aware of the Rendevous Café.

**SL** assured us that they were aware. More flyers are required.

**AP: CP** to provide more flyers.

**BS** handed **LH** an email with details of a Primary Care Satisfaction Survey. This can be accessed by Committee members on the Parliament. UK website.

A patient has offered to give a talk at a Full PPG m'tg on the Psychology of Ageing.

**AP: LH** to contact to discuss.

The meeting closed at 18.30.

### **PPG dates for 2016**

Full PPG	Wed 20 <sup>th</sup> July 18.30
Committee	Wed 14 <sup>th</sup> September 16.30

Full PPG      Wed 9<sup>th</sup> November 18.30

**PPG dates for 2017**

Committee      Wed 11<sup>th</sup> January 16.30  
Full PPG        Wed 15<sup>th</sup> February 18.30  
Committee      Wed 22<sup>nd</sup> March 16.30  
AGM              Wed 19<sup>th</sup> April 18.30