**Cerne Abbas Surgery**

**PPG meeting**

**4th December 2019**

**Attending**: Allan Peters (AP), June Balbinski (JB), Eugene Balbinski (EB), Ryan Burden (RB), Emily Oakes (EO), Yvonne Collinson (YC), Simon Spencer (SS), Allan Ward (AW), Joan Pallister (JCP), John Pallister (JP), Roger Marsh – Guest Speaker (RM)

**Apologies:** Sarah Meeks, Fiona Meeks, Julian English, Denise Whiteoak, Keith Harrington.

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| **Matters arising.**   1. RM attended the first part of the PPG meeting. He discussed how his PPG runs and the activities they carry out. He also put forward some suggestions of what we could do to improve our group. He suggested forming subgroups and delegating tasks to ensure everyone has an equal involvement in the group. He also discussed the importance of confidentiality within the environment. The national conference he attended with NAPP was said to be extremely beneficial therefore we have discussed becoming a part of this. 2. The mission statement was approved and adopted unanimously. This will be reviewed in the future with experience. 3. It was discussed that PPG members would speak to their local parish council to see about potentially getting some funding for PPG activities and events. The councillors could also be invited to attend meetings. 4. We spoke about using the PPG to promote health and wellbeing. This would be by getting messages out to patients for example speaking to men to encourage them to come in if they need a DR. 5. AP attends, and will continue to attend, meeting with other PPGs in the Primary Care Network. He noted the marketing available from Help and Care is useful. |  |
| **Suggestions for future activities**   1. It was discussed that as a group we would sign up to the National Association of Patient Participation providing funding was confirmed. **The practice has agreed to fund this.** 2. A discussion regarding openinig a bank account was had. It was asked if the surgery could ringfence the PPG income in the practice account. **Unfortunately, this is likely to be difficult to manage, so is not currently an option.** 3. It was also discussed that a PPG newsletter for the practice should be created. Involving both the practice and the PPG. 4. It was suggested that the PPG could create some handouts that included all the services available at the surgery and locally to encourage people to use these. | RB |
| **Any other business:**   1. Contact details will be distributed so that patients can speak to directly to members of the PPG. Simon spencer and Allan Parish volunteered saying they were happy to receive patient contact. 2. RB discussed the Practice Report with the group. It is attached here: (Double click to open) 3. RB informed the group that Dr Jenny Bubb and Dr Helen Taylor are both still off on sick leave. Dr Bubb is expected to return in the last week of January 2020, but we unfortunately do not currently have a return to work date for Dr Taylor. 4. eConsult- the use of econsult could be trialled by the members of the PPG sending us dummy requests to test the working & function of the system. 5. Friends and family text should be sent out every 6 months rather than monthly if possible. 6. The surgery should start asking if patients details have changed to ensure that communication is efficient. 7. The surgery should consider writing a piece for the Charminster parish magazine. RB will suggest this to Gillian (Practice Manager). | SS AP  RB |
| The next meeting will be held on **Wednesday 18th March 2020 at 2pm** at the surgery. |  |

June Balbinski sent these links for distribution regarding NAPP and their function:

<https://www.napp.org.uk/>

<https://beta.charitycommission.gov.uk/charity-details/?subid=0&regid=292157>