**Notes of Horsefair Patient Participation Group (PPG)**

Tuesday 16th October 2018

Armitage Surgery

**Attendees :-**

John Brett Chairman for the evening Gifford Foote

Helen Dorman John Hanaway

June Melsom Sue Wyke

John Marston Margaret Cooper

Pat Winfield Sarah Hands

Jerry Parker Dave Thacker

Norman Jones

**Apologies**

Dr Singh

Carl Bennett

Jean Waller

JB Welcome everyone to Armitage surgery branch of Horsefair Practice, Particularly our new members attending this evening – a warm welcome to you all.

1. **Notes of last meeting**

These were accepted as a true and correct record

1. **Matters arising**

At the last meeting GF volunteered to contact local authorities to gauge intentions for house building in the Rugeley and Armitage area over the forthcoming years. GF received confirmation that a total of 293 dwellings are likely to be built by 2019, 200 houses in the next 5 years. JB said that this would equate to approximately a 600 increase in the population over that time period.

1. **AOB**

**DNA’s**

It was queried if the practice still publishes DNA’s in order that patients are aware of the waste of resource. JB confirmed that this was the case and in addition there is now a tool within our medical system that reports the percentage of DNA’s. We are able to monitor daily. JB also reported that in part due to our text messaging service the average DNA rate for the practice was below 4%.

**Flu Jab Sessions**

JB Confirmed that the two Saturday Morning sessions run so far were very successful, with approximately 860 Jabs Given.

There have been difficulties this year due to the supply of the new +65’s vaccine. Deliveries have been staggered because of manufacturing delays that were out of our control. Further Saturday clinics and ‘ad-hoc’ appointments are planned.

**District Nurses – Home Visits**

GF raised the issue of District nurses visits to those patients who are housebound. There seems to be a difficulty arranging a home visit when required. JB said that like all health services community services were under pressure to provide efficient services with a reduced budget, this may have an effect on the frequency of visits.

JB advised that any complaints and concerns regarding the accessibility of DN’s should be escalated to the community trust. Contact details are on their website.

1. **Practice News**

**Procurement Update**

Decision has now been delayed until 1 November 2018 onwards. If Contract awarded then there will be a 2 week cooling off period before Contract awarded.

Further communication has been received from the commissioners confirming that the process for contract award has now been delayed until early November due to ‘The appropriate authorities not being received’.

We await further communication in November.

**Terms of Reference**

The Terms of reference for the group were tabled for reading, discussion and agreement.

After reading through, these were agreed unanimously with one amendment tabled by SH. SH asked from a governance perspective who would oversee and enforce the TOR. JB said that this would be the chairman’s responsibility. A paragraph to be added by JB and the final document circulated to the group.

It was also noted that the group was a PRG (Patient representative Group). It was agreed to adopt PPG (Patient Participation Group) as the term used to describe the group.

**NHS App**

This will be rolled out later in November and is for patients to be able to check symptoms/make appointments/view parts of medical records etc. Patients will be using this as a trial. John will let everyone know when it goes “live”.

1. **Treatment outside of Staffordshire.**

JM said that he had viewed on late night TV a revolutionary non-invasive method of bladder surgery provided in Worcester and questioned if this would be available for our registered patients. JB said that patients would always have a choice of where to have outpatient appointments but it would depend on particular procedures needed where surgery could be performed and if the correct facilities are available. JB would take some advice from Dr Singh and bring this to the next meeting.

1. **Marketing the PPG**

JM brought to the meeting a free circulation advertising local businesses and events and queried if we could use this to advertise the PPG. All present though this to be worth pursuing. JB asked JM to contact the publishing company to ask if we could advertise the PPG f.o.c. JB also said he would create a draft advert.

1. **Appointment of a secretary**

JB said that we had been unable to fill the role of secretary for some time. The role would involve taking notes of the meeting, circulating Agenda’s and notes, liaising with the chairman.

HD said that she would be prepared to take on the role on a trial basis. All present thanks HD. JB said he would lend support as and when required.

1. **Membership recruitment**

As previously mentioned we are grateful to GF for encouraging new members to attend. We will be actively recruiting through the local advertiser and also promoting a virtual PPG where members could receive Agenda’s and minute’s and contribute via e-mail rather than attending the meeting.

1. **Date of Next Meeting**

12 noon on Tuesday 11th December 2018 – Hillsprings surgery