

## **PATIENT PARTICIPATION GROUP**

### **Minutes of the meeting held on Friday 9<sup>th</sup> October 2015 at 2pm in the Board Room**

**Present:** Cllr Howard Ballard, Keith Johnson, Cllr Patsy Ormond, Sheila Smith, Liz McCornick, Marjorie Ellison, Gemma Jackson, James Thompson, Sally Johnson, Dr Felicity Guest, Lyndsey Shorrocks, Beverley Fryers and Amy Sissons,

**Apologies:** Jean Thompson

#### **2. To approve the Minutes of the Meeting held on Friday 11<sup>th</sup> September 2015:**

Betty Tyrrell and Sheila Smith stated that they had been present at the last Meeting, but that their names had not been included. This has now been amended and the front page of the last Minutes will be attached to these Minutes.

To approve the Minutes was proposed by Keith Johnson and seconded by Jim Thompson and carried unanimously.

Amy Sissons welcomed Sister Danielle Bartlett who has joined the Practice from the AMU at Victoria Hospital NHS Trust and is training to be the new Practice Nurse.

Also welcomed to the Meeting was Lyndsey from the CCG

#### **3. Matters Arising**

Amy Sissons asked the Meeting to clarify whether or not we still needed Beverly to attend the Meetings on a regular basis. Howard Ballard suggested that the PPG use Beverly as a resource and to take the Minutes in the event of Sally Johnson being unable to attend.

It was also agreed by the Meeting that costs of sending out Minutes to those members who did not have email addresses, would be borne by the Practice and not by Sally Johnson, as Secretary

Sally Johnson asked all Members of the PPG to preface any remarks made to the Chair, with their names as she did not know everybody and could not look at them and write the Minutes at the same time

#### **4. Terms of Reference**

Amy Sissons said that there had been a brief discussion regarding these at the first PPG Meeting and asked whether they should be agreed today or not. She further stated that this was not an important matter but that the PPG needed to go through them before making any vital decisions.

Howard Ballard suggested that he contact Holland House to see if he could examine some examples from other PPGroups.

## **5. Facebook Group – setting up the Group**

Sally Johnson facilitated setting up 'The Thornton Practice Patient Participation Group' on her fb page and Amy Sissons said that she envisaged this as a way of attracting younger members to the PPG as well as advertising forthcoming events such as the Flu Clinics in October

The Group agreed that any Patients approaching the fb Group Page would need to be verified as Patients within the Practice

Liz McCornick asked for an Agenda item for the next Meeting to be 'Setting up fb and operating profiles'

## **6 Declaration of Interest**

Dr. Guest gave out some sheets for formal records of interests to be completed and returned by the next Meeting. Sally Johnson said that she would send these, together with the Minutes, to those Members not present today

Liz McCornick said that this could possibly be included within the Terms of Reference

## **7. CCG new models of care/vanguard**

Dr. Guest gave a quick summary of the New Models of Care and copies of this are included with these Minutes

There was much discussion following this and Amy Sissons stated that the Practice was looking at other ways of seeing Patients and Howard Ballard stated that there were other forms of referral than just their GP.

Amy Sissons said that there was a National Self Care Week in November and thought perhaps that the PPG could have a day in the Surgery during that week.

Howard Ballard introduced his cut out 'friends' and said that these could be used for both the National Self Care Week and for the Flu Clinics at the end of October. This was heartily agreed by all Members present

The National Self Care Week runs from the 16<sup>th</sup> to the 21<sup>st</sup> November and so far Sally Johnson and Liz McCornick have agreed to be present during the afternoon of Friday the 21<sup>st</sup>. Other Members will contact Sally Johnson and let her know which sessions – either morning or afternoon, on which days, they will be available and she will draw up a list for the Practice.

Howard Ballard asked Amy Sissons if the new Banner could be put in the main Reception by the Patient Check In Screen. Amy Sissons said that she was looking into the Health and Safety aspect of doing that and also it depended on whether the Village Practice agreed.

Howard Ballard thanked Dr. Guest and Amy Sissons for the summary and ensuing discussion.

## **8. Committee Numbers**

Howard Ballard said that we currently appear to have 29 Members of the PPG although it is not known how many of these only came to the first couple of Meetings and do not intend to return.

Liz McCornick asked if the 'Baby Room' is free at any time because a larger group could fit in there rather than in the Board Room as at present and further suggested that the PPG could hold 'open' Meetings there with the Committee at a 'top table'

Dr. Guest said that this sounded like an Annual General Meeting, but being held more often than annually.

It was suggested that numbers should be limited and Howard Ballard asked if we should limit the main Committee and open the Membership as if everyone wanted to join the PPG it would become unwieldy and Meetings would be difficult to control.

Sally Johnson said that when she sent out the Minutes she would ask each Member to return a small 'questionnaire' stating that they were/were not still interested in being on the PPG Committee. This was agreed.

It was decided that the main Committee should comprise approximately 8/10 Members but that there could be other peripheral groups that could come in online or by email.

Howard Ballard said that he felt we needed clarification of the membership and the terms and suggested that this be deferred to the next Meeting. He will take the pack regarding this which Amy Sissons had given him and pass it around.

#### **9. Update from the Chair's Forum 21<sup>st</sup> September 2015 – Howard Ballard**

Howard Ballard stated that he had been to the above Meeting and had brought back with him the Agenda for the next Meeting on the 16<sup>th</sup> November. He felt that only two PPG Members should attend at any one time.

Howard Ballard said that he would write up a Report with regard to what had taken place at the Meeting and this would be sent round with the Minutes.

With regard to the NAPP Membership. Howard Ballard said that he had been to a meeting yesterday with regard to 'Falls' and stated that there was now a car, currently running in Lytham, that was a 'quick response vehicle' for falls.

The next subject is to be Integrated neighbourhood Teams

Howard Ballard also mentioned to Amy Sissons that there had been no 'Friends and Family' data from the Thornton Practice included in their figures this month. Amy Sissons confirmed that these had been sent and said that she would double check this in the morning.

#### **10. Any Other Business**

Amy Sissons stated that for the Flu Clinics, the Surgery would be open from 7:30am for Staff and that Patients could attend between 8am and 1pm. Sally Johnson asked if PPG Members could come in early in order to set up and this was agreed. Amy Sissons said it would be good for PPG Members to talk to Patients at this time and also at the National Self Care Week in November

There followed some discussion with regard to Pharmacies offering Flu Clinics as well as the Surgery but Dr. Guest said that NHS England did not decide that they would allow Pharmacies to do this until after the Surgeries had bought the vaccinations they felt they would need for their Patients. It was agreed that although Pharmacies doing Flu Clinics would alleviate pressure on the Surgeries, there was still a financial implication this year because NHS England did not get its act together in time.

Sally Johnson said that she would let Amy Sissons know who would be attending at each of the Clinics.

**11. Date of Next Meeting**

The date of the next Meeting is Friday the 13<sup>th</sup> November 2015 at 2pm

There being no further business the meeting closed at 4pm