

**Minutes of the Belvoir Vale and Welby Practice Joint Patient Participation
Group (PPG) meeting Wednesday 24th January 2018**

PPG In attendance

J Brothwood (JB) Chair
D Pritchett (DP) Secretary
J Slater
R Talbott
K Goodwin
C Smith
D Frankish
M Duff
R Sleaford

**Practice Representatives
in attendance**

Dr James Thompson (JT)
Susan Walters (SW)

Apologies

J Evans
M Griffiths

Minutes of the October 2017 meeting and matters arising

The minutes required amendment as stated 4 GPs were in post in October 2017 when 3 were in post and where the minutes stated 25 follow up appointment had been missed this should read 25 flu jab appointments. The 5 blood pressure machines purchased were purchased for the Welby Practice.

Action: DP to amend minutes and redistribute

Declarations of interest

None.

Practice Update

Dr James Thompson (JT) gave an update;

- Letters to residents had been issued as part of the merger consultation process. PPG chair JB was involved in the wording, to date 200 responses have been received via the Practice web site(s),
- Two Healthcare Support Workers (HCSW) had been recruited and recruitment continues,
- The Quality Outcomes Framework (QOF) requirements for 2017/18 were being worked on,
- The Practice Pharmacist, reported as recruited in October 2017 has left the Practice, the individual did not feel that the role suited them,

- One Practice Nurse has been recruited and JT has been interviewing with the aim of recruiting another,
- A Primary Care Coordinator has been recruited and will start work soon,
- The required merger consultation is underway and the name of the new Practice is yet to be decided,
- JB, Kay Goodwin and Joyce Slater had been attending meetings relating to practice to patient communication,
- JB has met Simon Richardson, non clinical partner to discuss a protocol for publishing PPG material. JB will liaise with the Practice on creating PPG web pages within the Practice Website. It has been agreed that PPG web site material will require sign off by the Practice before being uploaded,

Action; John Brothwood

- Members of the PPG agreed to attend the drop in consultation events detailed in the letters to patients,

Action; John Brothwood, Kay Goodwin, Don Pritchett

Susan Walters (SW) reported the latest did not attend (DNA) statistics for the Belvoir Vale Surgery, none available for the Welby Practice. Some discussion and it was agreed to revisit the subject post merger.

Action; PPG to revisit post merger

JB stated he was in discussion with the Practice on performance indicators that could be shared with the PPG. Also, that he was working on the first of a periodic PPG newsletter

Action; John Brothwood

Patient Council Report

JB had attended his first patient Council meeting and reported:

- NHS health checks can be provided every five years for people at ages 40 and 64 with no long term chronic illness. Although the Belvoir Vale Practice does offer these checks there were no records. No checks are offered by the Welby practice as these are not in the service contract. Some discussion as to whether these health checks could be provided to everyone from April,

Action; Dr JT and Susan Walters (SW)

- JB reported that it was suggested at the meeting that there had been a low take up of patient choice known as Choose and Book. Some discussion and

PPG members and SW were not aware of any local problems, no evidence patients not offered choice or assistance in making a *choose and book* appointment. All referrals are done through choose and book unless the hospital do not have any available appointments.

- Some problems with obtaining dementia diagnosis was discussed,
- The Patient Council is to undertake a self assessment and the meeting noted the challenging financial situation in the NHS in Lincolnshire,
- A presentation is to be arranged on how to be an effective PPG, JB will attend

Action; John Brothwood

- JB proposed that the Terms of Reference for the PPG be changed to a quorum requiring the chair or nominated deputy and a representative of the practice be present before a meeting can take place. All agreed,

Action; Don Pritchett

- JB reported he and Kay Goodwin would be analysing responses from patients as part of the merger consultation process to identify any useful information.

Action; John Brothwood/Kay Goodwin

- JB stated he thought a sub group was required for undertaking work outside of meeting, particularly with the merger and establishing the PPG. It was agreed a working sub group would be JB and Kay Goodwin, with DP available if required.

Action; John Brothwood and kay Goodwin

- JB stated it would be a good idea if minutes had action points and there was an action log. All agreed.

Action; Don Pritchett

- JB mentioned the age profile of the PPG and that it was important to engage with those under 60. All agreed.

Action; PPG communications and liaison

- JB stated an analysis of patients by location would be useful to inform the future structure of the PPG and communications initiatives. Rosemary Sleaford offered to assist in communicating with patients in the Barrowby area.

- **Action; John Brothwood**

- JB suggested that the practice could provide work experience for local schoolchildren. Some discussion, PPG members and SW on behalf of the Practice(s) felt arranging work experience was not within the scope of a PPG and SW highlighted the confidentiality required in NHS work that precludes work experience.

Date of next meeting

To be arranged. JB is away for most of March 2018.

Action; John Brothwood