



Notes of the meeting held on 10/9/15

Present

Patient Representatives David Marshall, Jill Hicks, Carole Lee, Joyce Drakard, , Ann Norman, Susan May, Fiona Brown, Pauline Thrower, Joyce Waller, Tao Wilson, Anne Loveday, Jean Dennis

Surgery Representatives Dr Debbie Mason, GP Partner, Dr Reshma Rajagopal GP Partner, Sue Saunders Practice Manager.

Apologies	Apologies received from Ann Norman, Marian Sowter, Fiona Brown and Dr Bruce
Agree Notes from last meeting, Update action plan	Notes agreed from the meeting held on 4 th June 2015 Actions updated , Please see attached list
Election of Chairperson/s	Rosie Serpis and Jill Hicks have agreed to stand for a further 3 years in the absence of any other names being put forward.
News from Medical Team	Dr Mason shared that Dr Amy Rice will be joining the Practice on October 1 st . The Practice will be changing their IT system in November/December. Patients will need to register with the new system for on line booking Anne Loveday asked regarding electronic prescriptions. Rosie Serpis asked if the practice had any concerns regarding patients being discharged from Hospital too early, Dr Mason said this rarely happened as the Hospital at Home/ Rapid response service supported those on discharge who required it. Tao shared that Carers First also support discharged clients if referred within 5 days of discharge.
PPG Fund	We are unable to update at the moment as Helen Burns has at the moment not got any internet access and therefore was unable to update and share the spreadsheet.
PPG Communications	David Marshall and the doctors regularly meet to discuss the content of the screen in the waiting area of the surgery and what is available on the website. David and the Practice are currently busy with the change over to the new IT system.
PPG Social Events	Fiona Brown sent an E mail with some ideas for the next event on 28 th November. Rosie read out the E mail and was agreed that a celebratory event should be planned. We discussed written tributes but the Doctors felt this could breach confidentiality.
PPG Book stall	The book stall continues to do well, Ann has had a sale over the Summer. Exact figures on moneys raised are unavailable due to the PPG fund spreadsheet being unavailable. It was felt that it would be good to do another sale in the run up to Christmas.

Agenda Items from the Medical Centre	None received, Dr Mason was asked if there was any equipment the surgery may like from the funds raised in future. She replied that a waiting room B/P machine would be helpful.
Agenda Items from the PPG	None received
AOB	<p>Carol Lee asked the Doctors about prostate cancer and how the practice felt about promoting an Annual PSA screening test for men. Dr Rajagopal replied that the evidence does not support annual testing. The Surgery will do a DR D leaflet and raise awareness of symptoms etc. through the newsletter and screen.</p> <p>Jill Hicks shared that Sue Saunders and herself had attended a PPG meeting, It was a useful networking event and interesting to hear how other PPGs were running and what events they had run. All PPGs seem to have the same problem with recruiting younger members to the committee. It certainly gave us some ideas for the future.</p> <p>Proposed dates for meetings in 2016 are 3rd March, 2nd June, 8th September and 24th November.</p>
Date of Next Meeting	The Next meeting will take place on Thursday 26th November 2015 at 6.15pm in the surgery <u>Please be there by 6pm to help set up as the meeting will start promptly at 6.15pm</u>

ACTION ITEMS 11/9/2015 updates at PPG 10/9 in red

NO	ACTION	Who	Added	Target	Done	Comments
51	Identify and approach additional sponsors	David/Debbie/Sue	14/11	ongoing		List includes: computer repairers furniture company (chairs)
57	Draft/edit/publish Autumn Newsletter	Debbie/Sue/David	11/12	30/9		PPG members to suggest items to David
59	Establish contact with Cathy Mead	Helen	11/12	30/6	closed	9 months on – no name
62	Prepare 'thank you' letter for raffle prize donors	Debbie	5/3	15/6	1/9	
63	Send 62 to donors	Debbie	5/3	15/6		Fiona/Olivia to provide list of donors names and addresses
65	Plan next social gathering	Fiona and team	28/3	28/11		'PPG celebration' event per-Christmas theme. Fiona to contact Jill with proposals
65a	Ask for raffle prizes in next newsletter	David	10/9	30/9		
65b	Respond to Fiona's ideas on social events	Jill	10/9	30/9		
65c	Invite sponsors to coffee morning	David	10/9	30/9		
66	Re-election of PPG officers	PPG All	4/6	10/9	10/9	Rosie, Jill, David prepared to continue for a further 12 months. Helen, Ann, Fiona to confirm. Any other nominees to Jill
68	Meet and plan input to Bus Plan	'HUB' SAMC sub-committee	4/6	TBD		
69	Plan & implement computer system switch to EMIS system, and SAMC website update to new version	Sue/David	25/8	1/11		New means for patients to make online scrip repeats, non-routine appts, and view summary medical records
70	Review website & screen content & amend	Debbie/Sue/David	10/9	1/12		Dec. PPG members to suggest items/changes
71	Establish contact at Times of TW	David	10/9	30/9		For any SAMC stories of note
72	Draft Dr D on prostate cancer	Debbie	10/9	30/11		