

**Swanage Medical Practice Patient Participation Group**  
**Minutes of Meeting held at the Surgery on 9 July 2024 at 6:00pm**

**Present**

Margaret Broadhurst (Dr Margaret Guy), Chair (MB)  
 Diana Edmonds (DE)  
 Sally Fazekas (SF)  
 Margaret Griffin (MG)  
 Anne Moore (AM)  
 Davina Smith (DS)  
 Peter Smith (PS)  
 Katie Evans, GP Partner (KE)  
 Gill Foott, Community Engagement Officer, NHS Dorset (GF)

		<b>Action</b>
<b>1.</b>	<p><b>Welcome and introductions</b></p> <p>Margaret welcomed everyone to the meeting - including new PPG member, Margaret Griffin, and Dr Katie Evans, one of the GP Partners at the Practice. Margaret Griffin has lived in Swanage for five years. She previously worked in the NHS for 47 years, most recently as a Health Visitor.</p>	
<b>2.</b>	<p><b>Apologies</b></p> <p>Apologies were received from Karen Wright, Treasurer (KW) and Natasha Ritchie, Practice Manager (NR).</p> <p>Ellie Suthers, Senior Staff Nurse at Lewis Manning, who had been planning to join us, had not been able to attend for family reasons. She plans to join us in September.</p>	
<b>3.</b>	<p><b>Minutes of Meeting held on 14 May 2024</b></p> <p>The Minutes of the meeting held on 14 May 2024 were approved. The approved version would now be added to the PPG page on the Practice website.</p>	<b>MB/NR</b>
<b>4.</b>	<p><b>Matters arising not covered elsewhere on Agenda</b></p> <p><b>4.1 Setting up a Carers Support Group in Swanage</b></p> <p>Margaret reported that Lewis-Manning Hospice Care is planning to set up a Carers Group in Swanage [subsequently heard this will be held at Swanage Cricket Club on the third Friday of every month, 10am-12pm, starting 16 August] and that, following further discussions with Lizzie Eden, it was agreed that the PPG's role should be to promote awareness of existing Carers Groups in Swanage - in the same way that Wareham PPG has been promoting awareness of the Carers Group set up by Carers Support Dorset in Wareham.</p> <p><b>4.2 PPG Awareness Week - 3-7 June 2024</b></p> <p>Margaret thanked Davina and Peter for helping her host the PPG's stand in the Surgery during PPG Awareness Week. Several people had expressed interest in joining the PPG.</p> <p><b>4.3 Carers Fair, Carey Hall, Wareham on 12 June 2024</b></p> <p>Margaret also thanked Peter for helping her host a stand at this event on behalf of the PPG. Gill Foott had also been at the event, which had been very well attended.</p> <p><b>4.4 Calendar of Health Promotion Campaigns for Purbeck</b></p> <p>Ella Scrymgeour is now on parental leave until the end of her contract - she is not being replaced as Public Health Dorset is currently being restructured into two Public Health teams, one covering the Dorset Council area and one covering the BCP Council area.</p>	

5.	<p><b>Treasurer's Report</b></p> <p>The PPG has £547.85 in its Bank Account and £42.83 in petty cash, a total of £590.68.</p>	
6.	<p><b>Surgery Report</b></p> <p>Dr Katie Evans gave the following update:</p> <ul style="list-style-type: none"> <li>• Sally Squires, the new Advanced Nurse Practitioner (ANP), is now working as part of the Practice's Clinical Team. She is very experienced and is also a Prescriber.</li> <li>• Two of the Practice's Salaried GPs are currently on maternity leave - their roles are being covered by locums.</li> </ul>	
7.	<p><b>Update from Gill Foott, Community Engagement Officer</b></p> <p>Gill drew everyone's attention to the following opportunities:</p> <ul style="list-style-type: none"> <li>• NHS England is looking for two Patient and Public Voice (PPV) partners for the National Equality, Diversity and Inclusion (EDI) Repository Case Study Moderation Panel. The closing date for applications is 19 July. For more information, see: <a href="https://www.england.nhs.uk/get-involved/get-involved/opportunities/">https://www.england.nhs.uk/get-involved/get-involved/opportunities/</a></li> <li>• NHS Dorset would like to hear from anyone who lives in Dorset who has used a digital health tool or app, such as the NHS App or BP@Home. Please follow this link to fill in the Survey: <a href="https://forms.office.com/e/QM7nABKPWU">https://forms.office.com/e/QM7nABKPWU</a>. Stories will be used to help raise awareness of these tools and to improve services.</li> </ul> <p>We also took this opportunity to talk about the <i>Help Your NHS</i> Campaign, which was formally launched in Dorset on 8 July 2024. People are being encouraged to manage a range of minor conditions themselves - in most cases, GPs, nurses and pharmacists will no longer prescribe medicines available over the counter for these conditions. For more information, see: <a href="https://nhsdorset.nhs.uk/health/medicines/helpyournhs/">https://nhsdorset.nhs.uk/health/medicines/helpyournhs/</a>.</p>	
8.	<p><b>Patient Survey April 2024</b></p> <p>The final Report of the Patient Survey undertaken In the Surgery by the PPG in April 2024 had been published on the News page on the Practice's website, alongside the Practice's Response - see: <a href="http://www.swanagemedical.org.uk/News">www.swanagemedical.org.uk/News</a>.</p> <p>PPG members welcomed the Practice's response to each of the recommendations made in the Report - and also noted those actions which the PPG will be supporting the Practice to take forward.</p> <p>Dr Evans thanked the PPG for carrying out the Survey.</p> <p>It was noted that the results of the 2024 National GP Patient Survey were also due to be published soon. [Subsequently published on 12 July 2024 - see: <a href="https://www.gp-patient.co.uk/patientexperiences?practicecode=J81010">https://www.gp-patient.co.uk/patientexperiences?practicecode=J81010</a>.]</p>	
9.	<p><b>Priorities and Workplan for 2024/25</b></p> <p>Margaret drew everyone's attention to the latest draft of the Priorities and Workplan for 2024/25, which had been circulated with the Agenda. The proposed priorities reflect those actions arising from the Survey which the PPG has agreed to support the Practice to take forward. They are also consistent with the Practice's priorities for the forthcoming year. PPG members approved the latest versions of both documents, which would now be uploaded to the PPG page at the Practice's website.</p> <p>It was agreed that the first priority should be to produce an updated version of the newsletter originally issued in August 2023, entitled <i>Making the best use of our Services</i> - and to then review the Practice website. Margaret agreed to liaise with Nat regarding what should be covered in the revised version of this newsletter - and how best to take forward the review of the website.</p>	<p>MB/NR</p> <p>MB/NR</p>

	<p>PPG members discussed how best to keep patients informed about the way services are delivered at the Practice. The possibility of producing Podcasts to explain the roles of the different members of the Clinical Team was raised again - for example, by describing a day in the life of the various clinicians. Margaret agreed to discuss this further with Nat. It was also noted that the PPG had agreed to revisit the possibility of organising a health awareness event at its next meeting in September.</p>	<p><b>MB/NR</b></p> <p><b>All</b></p>
10.	<p><b>Wellbeing Swanage - Update from Margaret Broadhurst</b></p> <p>Ali Tuckey has been appointed to the Executive role at the Swanage and Purbeck Development Trust and will be attending the next meeting of the Wellbeing Swanage Advisory Committee on 23 July 2024.</p> <p>Margaret had also met Dani Jackson-Orchard at the Carers Event - she is the new Social Prescribing Link Worker for Purbeck and is directly employed by the Purbeck Primary Care Network. Margaret put her in touch with colleagues at Wellbeing Swanage and she will also be attending the next meeting of the Advisory Group.</p> <p>Following a discussion about Social Prescribing and what it involves, it was agreed to invite Dani to a future PPG meeting.</p>	<p><b>MB</b></p>
11.	<p><b>Friends of Swanage Hospital - Update from Peter Smith</b></p> <p>Peter gave the following update:</p> <ul style="list-style-type: none"> <li>• The Friends are supporting the refurbishment of what was the Endoscopy / Minor Surgery Suite into a new multi-purpose area</li> <li>• The Friends have written to Dorset HealthCare regarding the outcome of the promised review of the opening hours at the Minor Injuries Unit (still only open 9:00am to 6:00pm each day)</li> <li>• Sadly, the Swanage Hospital Summer Fair scheduled for 15 June had to be cancelled due to the adverse weather.</li> </ul>	
12.	<p><b>Practice Website - Review of areas/issues highlighted by the PPG</b></p> <p>The areas/issues of community interest highlighted by the PPG on the Practice website were reviewed, as the PPG does at every meeting. It was agreed to continue highlighting: the Cost of Living Crisis, the PPG, Wellbeing Swanage and Mental Health.</p>	
13.	<p><b>Feedback from other meetings attended by PPG members</b></p> <p><b>13.1 Action for Health and Care in Purbeck - meeting held on 14 June 2024</b></p> <p>The draft notes of this meeting, circulated with the Agenda, were noted.</p> <p><b>13.2 Purbeck PPG Chairs - meeting held on 18 June 2024</b></p> <p>The draft notes of this meeting, circulated with the Agenda, were also noted.</p>	
14.	<p><b>Speakers at future PPG meetings</b></p> <p>Ellie Suthers, Senior Staff Nurse, Lewis Manning is hoping to join us in September to talk about services offered in Swanage, including the new Day Hospice.</p> <p>Margaret will also invite Dani Jackson-Orchard, Social Prescribing Link Worker, to attend a future meeting.</p>	
15.	<p><b>Any other business</b></p> <p>It was noted that Margaret had submitted updates for inclusion in the July editions of Swanage Area Forum / SPDT Community Newsletter and the Studland Parish News.</p>	
17.	<p><b>Proposed dates of future meetings</b></p> <p>17 September 2024      19 November 2024      21 January 2025</p>	

*Mrs Margaret Broadhurst (Dr Margaret Guy), Chair*