

Swanage Medical Practice Patient Participation Group

Revised Draft Minutes of Meeting held on 13 March 2018

Present

Cherry Bartlett, Chair (CB)

Margaret Broadhurst, Secretary (MB)

Karen Wright, Treasurer (KW)

Sally Fazekas (SF)

Fiona Hunt (FH)

Sandra Rhead (SR)

		Action
1.	<p>Welcome and apologies</p> <p>Cherry welcomed everyone to the meeting.</p> <p>Apologies were received from: Dave Morton (DM), Ann Warren (AW), Dr Ciara Murphy (CM) and Natasha Ritchie, Practice Manager (NR).</p>	
2.	<p>Tribute to John Warren</p> <p>Cherry gave a tribute to John Warren, who had died in January. All agreed that they were very sad to hear this news. He would be very much missed. He had been a very active member of the Group and had also previously chaired the Group.</p>	
3.	<p>Presentation by Fiona Hunt about Livability Holton Lee</p> <p>Holton Lee is a wellbeing discovery centre set in 350 acres of countryside and is now part of the national disability and community engagement charity, Livability. Fi explained that she had been working at Holton Lee for the last two years.</p> <p>In her presentation, Fi focused in particular on Flourish, a wellbeing discovery programme where people learn new skills, build up their confidence, make new friends, connect with nature and have fun. Flourish supports a wide range of individuals, including people with a disability, those living with mental health issues, people with long-term conditions and people with dementia. Participants get involved in horticulture, conservation, maintenance and rural crafts - they undertake meaningful activities and work with others in a team. Holton Lee provides a once-a-week placement for up to 4 months free of charge - after that, or for more frequent attendances, the service costs £40 per day.</p> <p>Holton Lee is also actively engaging with the local community through the provision of wellbeing walks every Monday and mindfulness walks every Wednesday. We were encouraged to become Friends of Holton Lee - this costs £30/year and benefits include being able to access the estate at any time during daylight hours.</p> <p>There are also two holiday cottages on the estate with disabled facilities - and the Spinal Centre has just opened.</p> <p>More information about Holton Lee can be found on their website at: https://holtonlee.org.</p>	

4.	<p>Minutes of meeting held on 9 January 2018</p> <p>The Minutes of the previous meeting were agreed.</p>	
5.	<p>Matters arising</p> <p>5.1 NHS Health Checks</p> <p>Margaret updated the group on what had happened since the last meeting. Further investigation had identified that the problem with the communication of results from Boots to the Practice had been due to the template used to transmit results - the template had been developed by Public Health Dorset for use by all the Boots pharmacies taking part in the NHS Health Checks Programme across Dorset. The problems with the template had been rectified immediately. Meanwhile, an investigation was underway to establish how many people had been adversely affected and in what way. Public Health Dorset was seeking the support of Public Health England to help estimate the likely number of people affected and to advise on the action that should now be taken.</p> <p>Meanwhile, the NHS Health Checks Programme was being recommissioned in Dorset. It is proposed that the funding for the programme will be devolved to GP Locality Groups, each of which will be given the responsibility to decide how best to deliver the Programme in their respective localities. It was noted that Margaret had agreed to join the Task and Finish Group that is being set up to oversee the recommissioning of the Programme.</p> <p>5.2 Constitution</p> <p>It was noted that Nat had not been able to find the Group's original constitution and that she had recommended that a new one should be drafted. Margaret reported that she had not been able to find a constitution developed by another PPG on the internet. However, a model constitution for use by PPGs is available on the website of the National Association for Patient Participation (NAPP) - but only for PPGs that our members of NAPP.</p> <p>The possibility of the PPG re-joining NAPP had been discussed with Nat, who had suggested that the Practice would probably be willing to fund the PPG's membership. It was also noted that other PPGs in Dorset are members of NAPP and that they had found their membership helpful - particularly the annual conference organised for PPGs by NAPP. Cherry agreed to discuss this with Nat further.</p> <p>5.3 Noticeboard</p> <p>It was noted that Margaret and Nat had re-designed the noticeboard display about the PPG.</p> <p>The Group discussed what should be included on the "Your PPG" poster under the heading "What we've been up to" and agreed that we should add: "Raising funds for practice equipment". Margaret agreed to add this - and to update the poster following each meeting.</p>	<p>MB</p> <p>CB</p> <p>MB</p>

<p>6.</p>	<p>Treasurer's Report</p> <p>Karen reported that she was still trying to get the authorised signatories on the PPG's Bank Account changed. The easiest option seemed to be for the Bank to send the necessary forms to the Practice. Karen agreed to ask Nat to look out for correspondence from the Bank about changing the authorised signatories - and to then complete the necessary forms and return these to the Bank as soon as possible.</p> <p>In view of concerns raised by the previous Treasurer about bank statements not reaching her, Karen proposed to also change the address used by the Bank for correspondence relating to the PPG's Bank Account, including bank statements, to her home address.</p> <p>Meanwhile, Cherry agreed to also ask Nat whether the PPG could have its own pigeonhole.</p>	<p>KW</p> <p>KW</p> <p>CB</p>
<p>7.</p>	<p>Surgery Report</p> <p>Margaret reported that, as neither Nat nor Ciara had been able to attend the meeting and Nat had not been able to contact Cherry, Nat had given her a verbal update prior to the meeting:</p> <ul style="list-style-type: none"> • Cervical Screening <p>The Cervical Screening leaflet was now ready for distribution at events, groups and, potentially, in school bags. Nat agreed to send a copy to Cherry. Further copies of the leaflet can be obtained from Nat.</p> <p>An update on cervical screening was also ready for uploading on to the Practice website - Nat would let David know when it has been added to the website so that he can then add a link to it on Facebook.</p> • Website <p>Nat had also updated the PPG's page on the Practice's website.</p> <p>It was noted that other PPGs include Minutes of their meetings on their practices' websites and it was agreed that, in future, the minutes of our PPG's meetings would also be added to our Practice's website.</p> • NHS Health Checks - <p>Nat had been informed that Health Checks were no longer being provided by Boots.</p> • Dr Baker <p>Dr Baker will be retiring on 30 April 2018.</p> • Friends and Family Test (FFT) <p>Nat had agreed to send the latest feedback to Cherry and Margaret.</p> <p>The Group also discussed the new music now playing in the waiting room and noted that some people were not happy with the repetitive nature of the music. Cherry agreed to also raise this issue with Nat.</p>	<p>NR</p> <p>All</p> <p>NR</p> <p>DM</p> <p>MB</p> <p>NR</p> <p>NR</p> <p>CB</p>

<p>8.</p>	<p>Feedback from PPG Development Day held on 5 February 2018</p> <p>Cherry and Margaret reported that they had found the PPG Development Day very helpful. It was noted that Margaret had circulated the report of the event to other members of the group.</p> <p>Particular take-home messages for Margaret had been the need for the PPG to:</p> <ul style="list-style-type: none"> • Ensure as far as possible that it is representing the views of all patients registered with the practice • Improve communication about the work of the PPG to other patients registered with the practice • Increase participation in the work of the PPG • Explore the feasibility of working more closely with other PPGs in the Purbeck Locality. <p>The group discussed the possibility of</p> <ul style="list-style-type: none"> • getting the e-group going again - as a means to increase participation in the work of the PPG and as a way to improve communication about the PPG's work to a wider number of people • undertaking short surveys - and giving consideration to identifying a question of the month • spending time in the waiting room asking people about their concerns • adding the minutes of PPG meetings to the website (see above) • making the most of PPG Awareness Week to raise awareness of the PPG and to encourage more people to join (see below). <p>Cherry agreed to discuss these various suggestions with Nat in more detail.</p> <p>In relation to the travel expenses incurred when attending this event, it was agreed that Margaret would draft an expenses claim form for PPG members to use. Completed expenses claim forms should be submitted to Karen for reimbursement.</p>	<p>CB</p> <p>MB</p> <p>KW</p>
<p>9.</p>	<p>Reports from other relevant meetings</p> <p>Margaret provided feedback from the meeting of the Purbeck Integrated Health, Wellbeing and Social Care Forum held on 28 February 2018.</p> <p>The main items discussed were:</p> <ul style="list-style-type: none"> • RSPB Arne's Lottery Bid - aims include improving access for people with disabilities and long-term conditions, and promoting health & wellbeing more generally • The Purbeck Mile, a new initiative to be launched in May, which will comprise short walks starting and finishing at all Purbeck surgeries and hospitals • Public Health Dorset's Profile Report on Purbeck. <p>Updates were also received from:</p> <ul style="list-style-type: none"> • Friends of Wareham Hospital • Friends of Swanage Hospital • Swanage Community Defibrillator Partnership • Healthwatch Dorset • Wool PPG. 	

	<p>It was agreed that, in future, Margaret would also provide an update from the Swanage PPG.</p> <p>It was noted that Margaret had circulated Healthwatch Dorset's latest newsletter, which included an invitation to submit bids to Healthwatch Dorset's Community Investment Fund. The report of the various projects funded in the last round of bids included a description of the Ideal Health Exhibition, an event organised by the Blackmore Vale PPG in response to their 2015 patient survey - people had indicated that they wanted to know more about local support groups. Healthwatch Dorset had provided funding towards the promotion and advertising of the event, which brought together 35 exhibitors from local health and wellbeing organisations and attracted over 600 visitors. All agreed that the possibility of doing something similar in Swanage - and submitting a bid to the Community Investment Fund - was something to consider for next year.</p>	MB
10.	<p>PPG Awareness Week: 4-9 June 2018</p> <p>It was agreed that the PPG would set up a stand in the reception area / waiting room during PPG Awareness Week, which would be manned by PPG members. Cherry agreed to liaise with Nat about this further - and all agreed to let Cherry know if they would be available to man the stand on any of these days. She would then draw up a rota.</p>	CB All CB
11.	<p>Fund-raising events for 2018</p> <p>Cherry reported that she had booked for the PPG to hold seafront stalls on:</p> <ul style="list-style-type: none"> • Thursday 19 July; and • Saturday 11 August. <p>She had also arranged for the PPG to have stalls at the following events:</p> <ul style="list-style-type: none"> • Rotary Sponsored Walk, Sandpit Field: Saturday 5 May • Dementia Picnic in the Park, Prince Albert Gardens: Saturday 7 July. <p>There was also an opportunity for the PPG to have a stall at the Wordsworth House Community Event on Saturday 21 April, but no-one present was available that day.</p> <p>All agreed to let Cherry know if they would be available on any of these days.</p>	All
12.	<p>Any other urgent business</p> <p>None.</p>	
13.	<p>Dates of future meetings</p> <p>8 May 10 July 11 September 13 November</p>	