**The Meads Patients’ Participation Group**

Minutes of the PPG Committee meeting held on Thursday 7th February 2019 at The Meads Medical Centre, Bell Lane, Uckfield from 6 to 7pm.

**Present:** Trevor Nash (Chairman), Jenny Eadon (Deputy Chairman), Merrill Plowman (Secretary), Peter Griggs, Ian Muldoon, Carol Muldoon and Gabriella Paterson-Griggs.

Also in attendance: Chrissy Montgomery (Reception Supervisor) and Dr Duckworth.

**Apologies:** Apologies were received from Charlotte Luck (Practice Manager) and Caroline Penman.

**Minutes of the Last Meeting**

The minutes of the meeting held on 6th December 2018 were agreed as a correct record.

**Matters Arising**

*Telephone system* - CM reported that the voiceover had not been recorded as this would be part of the new phone system

*Waiting Room Screen* - needs to be updated to remove Sam and add Chrissie. Action CM/CL

*Dementia Golden Ticket* - AD reported that the training had gone very well and the surgery will be adopting the golden ticket scheme. Meetings are taking place with the clinical lead and the PPG will be asked to promote the scheme once it is introduced.

*Urgent Care Procedures* - AD is currently drawing up the clinical list in respect of what constitutes urgent care that can be shared with patients. The process for renewing fitness for work certificates was discussed and it was agreed that patients could be advised that these requests for renewals can be made of the receptionists who would refer it to a Dr for consideration. Action AD

*Waiting room radio* - CM reported that it had not been possible to re-tune the radio. AD agreed that a new radio be purchased that could be tuned to Uckfield FM. Action CM/CL

*Home blood pressure monitoring -* Guidelines for patients have been drawn up on how they can monitor their own blood pressure at home. An example of a suitable device validated by the British and Irish Hypotension Society will also be given. Action AD/CM

**Practice Report**

Chrissie gave the following report:

*‘Meet the Practice Manager’* - CL would be holding sessions on 11 and 13 March between 9.30-11.00 am.

*Protected Learning Time* - the surgery would be closed on 12 March from 1pm for protected learning time.

*Business Development Plan* - CL to share the draft plan with the PPG and state which topics feedback should be given on. Action CL

*Pharmacist* - the surgery will be having its own pharmacist. The post is funded by the CCG for 3 years. They will be working Wednesday to Friday in partnership with the practice to give advice about medications and reviewing prescriptions etc.

*Staff Vacancies* - a reception staff vacancy is currently being advertised and it was requested that the advert be placed on the PPG Facebook page. It was confirmed that in-house training was given to all new recruits. Action PG

It was also noted that the Practice is advertising for a part-time GP and a Paramedic.

*Flu clinics* - these have been booked for 28 Sept, 5 Oct, 12 Oct, 19 Oct and 2 evening clinics on dates yet to be agreed

*Social Media Policy* - the Practice is developing a policy that set out its expectation of patients in their use on social media.

**Communications**

Nothing further to report

**Treasurer’s Report**

PG confirmed that the PPG budget stood at £500 at the time of the meeting.

**Fund Raising**

IM reported that the Tesco Bags for Help Scheme has confirmed that the PPG had been successful in its application and would have token collection boxes in the Uckfield main store and Browns Lane and the Heathfield store in March and April.

**Bird in Eye/Meads Working Group**

CMreported that a request had been sent regarding a stand relating to One You. Clarification was requested as the details were not clear. CM to go back to Marion Love and request further info before a decision is made. Action CM

**Public Liability Insurance and Events**

PG fed back on a discussion with Zurich Insurance who recommended that the PPG have its own public liability insurance as it would not be covered by the Practice’s. It was therefore agreed that PLI be purchased. Action PG

As agreed at the last meeting PG had investigated the cost of purchasing equipment for outdoor promotional events. This totaled just under £500. The points raised by CP via email were considered and it was decided to limit the Group’s events to those being held at the Surgery.

It was also agreed that the Group would need a Safeguarding Policy. JE agreed to produce this. Action JE

And a Risk Assessment would be required for any events the Group puts on. PG agreed to produce these as and when required. Action PG

**Future Events**

It was noted that a date needed to be set for the next AGM. It was agreed that this be held on the same date as the next PPG meeting (11 April 2019) and that there would be no outside speaker.

**Any other business**

None

**Dates of Next Meetings in 2019**

* 11th April – 6pm AGM followed by normal meeting.
* 6th June – 6pm