**The Meads Patients’ Participation Group**

Minutes of the PPG Committee meeting held on Thursday 12th October 2017 at The Meads Surgery, Bell Lane, Uckfield from 6.30 to 7.50pm.

Present: Jenny Eadon (Vice-Chairman), Merrill Plowman (Secretary), Peter Griggs, Ian Muldoon, Caroline Penman and Gabriella Paterson-Griggs.

Also in attendance: Tina Desouza (Practice Manager)

Apologies: Apologies were received from Trevor Nash (Chairman) and Dr Andrew Duckworth.

**Appointment of Vice-Chairman**

Following a proposal by Caroline Penman and seconded by Peter Griggs it was unanimously agreed that Jenny Eadon be appointed Vice-Chairman of the Committee.

The Committee thanked Patrick Hall for all his hard work and wished him well and hoped that he would be able to re-join the committee at a future date.

**Minutes of the Last Meeting**

The minutes of the meeting held on 10 August were agreed as a correct record.

**Matters Arising**

There were no matters arising

**Practice Report**

Tina Desouza gave the Practice report as follows:

* The Practice list has now closed – there have been no complaints received following the closure.
* There has been no interest in the GP vacancy. This is not just an issue for The Meads there are a large number of GP vacancies across the whole of East Sussex. Continuous networking is being carried out by the surgery staff to try and recruit to the practice.
* The paramedic practitioner (PP) vacancy has not yet been filled but a recruitment process is in place. It was noted that it is important to appoint a PP that fits in with the practice ethos.
* Locums are being used every day and cover has been booked up to the end of February 2018. The locums being used are committed to the practice and are pleased to be able to return regularly. The use of locums is expensive but there is no other option
* Appointments are currently being booked three weeks ahead.
* Dr Wallbrook will be on sick leave from Monday 27 November 2017 for 12 weeks. She will then return to work on reduced duties.
* Office staff – a permanent position is currently being recruited to; a new temporary member of staff is due to start on Monday 16 October; maternity leave is also starting next week for another member of the team.
* Dr Emanuel has given birth to a baby boy called Archie Thomas.
* Flu Jabs – approx. 900 vaccinations have been given so far which is higher than last year. This still only represents about 30-40% of those who are eligible to receive one. The next clinic is on Saturday and includes the children’s clinic for 2-4 year olds. There will be no further clinics but any flu vaccinations needed will be administered through regular appointments. It was noted that only 90 patients had gone to a pharmacy rather than the surgery. Tina also reported that there is a national shortage of the pneumococcal vaccine.

Thanks was given to the PPG Committee from the Practice for running the cake table and raising the money for the charities at each clinic. So far the monies raised are £300.45 for Macmillan and £179 for the Baby Care Unit. The charity for the next clinic is the Kent, Surrey and Sussex Air Ambulance.

It was agreed, following a request from a patient, that consideration would be given to choosing different charities for next year’s clinics.

**Action: Agenda Item for Aug 18 meeting (TN)**

**Communications Report**

Peter Griggs reported that the flu vaccination clinics had been promoted on social media and that the video had reached 1337 people. An email update had been sent to those on the PPG email group giving details about the practice closure and again no complaints had been received. The PPG branded colouring sheets for the children in the waiting room have been supplied to the Practice who have provided the crayons. TD to check whether these were now available in the waiting room and if not to make sure they are in place for the children’s clinic on Saturday.

**Action: Check colouring sheets are in waiting room (TD)**

It was noted that GPG was putting together a dummy’s guide to using the online system and had been attempting to obtain promotional material from the DoH order line that will be posted up around the waiting room to encourage patients to sign up to the service. There has been an issue with the DoH website to date so it may be necessary for the Practice to order the material. GPG to liaise with TD if required.

**Action: Online System guide and promotional material (GPG)**

The article for the Uckfield Matters magazine was still outstanding. It was agreed that the article would cover the fundraising efforts of the PPG and its use of social media etc. Caroline Penman to draft the article using the email update being sent out following the final flu clinic as a starting point.

**Action: Article for Uckfield Matters (CP)**

**Community Grants Scheme**

It was noted that the PPG was not eligible to apply for this grant scheme as it did not meet the criteria. However, it was agreed that projects should be considered and then funding applied for from other sources (yet to be identified).

**Frequency of Meetings**

The Committee considered the request made by the Chairman that the meetings be held more often. The need for additional meetings was queried and concern was expressed at the additional pressure these would have on both the Practice Manager and the other members of the Committee who all have other commitments. It was, therefore, unanimously agreed that the meetings should stay as every two months on the second Thursday as previously set. It was noted that if there was an urgent issue that needed to be considered then an extraordinary meeting could be called.

**Flu Clinic 14 October**

It was noted that, as per the rota previously circulated by the Secretary, Peter Griggs and Gabriella Paterson-Griggs would be manning the cake table with Trevor Nash.

**Co-operation with Bird-in-Eye PPG**

It was agreed that the Chairman make contact with the Chairman of the Bird-in-Eye PPG to discuss whether there were opportunities for the two groups to work together. It was also felt that the Buxted Surgery PPG also be approached.

**Action: Other PPGs be contacted (TN)**

**Future Projects**

The Committee considered projects that it could be involved in and it was agreed that the focus should be on healthy living. The following were agreed as being worth investigating further:

* Personal blood pressure monitoring machines that could be loaned out to patients to use in their own home (approx. £20-30 each)
* Waiting room blood pressure monitoring machine which could be put in reception (like at the Bird-in-Eye surgery). This was the favoured option but costs approx. £1900
* Machine measuring weight, BMI etc for the reception area
* Complimentary therapies – inviting therapists to give talks at the surgery. This would need to be investigated whether the surgery can be used for these activities.

**Action: Check use of surgery for complimentary therapies (TD)**

**Any Other Business**

There were no other items of business

**Date of Next Meeting**

The next meetings of the Committee are:

* Thursday 14 December 2017
* Thursday 8 February 2018