**The Meads Patients’ Participation Group**

Minutes of the PPG Committee meeting held on Thursday 11th January 2018 at The Meads Surgery, Bell Lane, Uckfield from 6.30 to 7.50pm.

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

Also in attendance: Dr Andrew Duckworth

Apologies: Apologies were received from Caroline Penman and Tina Desouza (Practice Manager).

**Minutes of the Last Meeting**

The minutes of the meeting held on 12th October 2017 were agreed as a correct record.

**Matters Arising**

There were no matters arising

**Practice Report**

Dr Andrew Duckworth gave the Practice report as follows:

* Staffing - The practice manager was due back the following week after being off sick; Dr Wallbrook would be returning on 5th March 2018; a new receptionist had started that week; and the new paramedic practitioner would be starting on 15th January 2018.
* Dr Duckworth is now the only doctor in the surgery that is able to sign off on test results, hospital referrals, prescriptions etc. He is also the duty doctor each day which in itself is very stressful. The CCG has tried its best to find help and admin support but to date nothing had been sourced – an issue across the county. The Group raised concern at the workload that Dr Duckworth is under and thanked him for holding the fort during this difficult time.
* The practice list would re-open at the end of the 6-month closure as Dr Wallbrook would be back at work at that point.
* There has still been no interest in the GP vacancy. It was noted that it was not possible to recruit from overseas due to regulations but the CCG is able to and has asked for expressions of interests from surgeries. The Meads has contacted the CCG to confirm its interest.

**Communications Report**

Peter Griggs reported that emails had been sent out to those signed up to receive them on subjects including season’s greetings at Christmas and the regular update. Facebook posts advertising the cakes at the flu clinics, NHS guidance on how to avoid the flu and information about pre-pay prescriptions had proved popular.

It was reported that thankyou messages had been received from the Rocking Horse Appeal and the Kent, Surrey and Sussex Air Ambulance for the money raised at the flu clinics.

The article for the Uckfield Matters magazine was still outstanding. The content of which had been agreed at the previous meeting in October 2017.

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

**NAPP Membership Renewal**

Merrill Plowman reported that the membership of NAPP had been renewed at a cost of £40 and a new certificate was available to be put on the PPG noticeboard in the waiting room. All agreed that the NAPP website was a good source of information.

It was also noted that PPG Awareness Week is 4 – 9 June 2018. Ideas for activities to be discussed at a future meeting.

**Action: Ideas for PPG Awareness Week to be agreed at a future meeting (MP for Agenda)**

**Waiting Room Screens**

A request had been received from a partially sighted patient for the name of the patient and the Dr to be in a bigger font on the screens. AD agreed to make this change.

**Action: Font to be bigger on the waiting room screens (AD)**

The content of the screens was discussed and it was agreed that they should be changed. The screens at the Buxted surgery were given as an example of best practice. The issue at The Meads being how to get the information changed on the screens. It was agreed that this be investigated.

**Action: Investigate how to get screens in the waiting room changed (AD)**

**Dementia Golden Ticket**

The Dementia Golden Ticket project was raised and it was noted that one of the pilot surgeries had been Buxted. Dr Duckworth supported the scheme but it was agreed that the practice did not have the capacity to introduce it at The Meads at the current time. It was agreed that a representative from the scheme be invited to a future meeting of the Group.

**Action: Presentation to be given to a future meeting of the Group (PG)**

**Fund Raising Proposals**

It was noted that the Bird-in-Eye PPG was raising money for a blood pressure monitor through the Tesco and Waitrose Community Token Schemes. It was agreed that The Meads should also take advantage of these schemes but later in the year so as to not clash with the Bird-in-Eye PPG. AD to provide a wish list of equipment for funds to be raised for.

**Action: Wish list of equipment (AD)
Apply to Tesco and Waitrose Community Schemes (PG and GPG)**

**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)**

**Any Other Business**

*WiFi –* it was queried whether there was public wifi available in the waiting room. Dr Duckworth explained that the equipment was in place but was still waiting to be activated by the NHS. A go live date was not known.

**Date of Next Meeting**

The next meeting of the Committee:

* Thursday 8 March 2018 to include the AGM