

MASWELL PARK PATIENT PARTICIPATION GROUP COMMITTEE

Minutes Saturday 9th November 2019

SERIAL	MINUTE	ACTION
	<p><u>Present:</u> <u>Apologies:</u></p> <p><u>Elected Members</u></p> <p>David Loftus (DL) Roger Smith (RS)</p> <p>John Cooper (JC) Charanjit Ajitsingh (CA) Anton Smith (AS) Evelyn Dannie (ED) Pam Harris (PH)</p> <p><u>In Attendance</u></p> <p>Weiwei Mao (WM) - Practice Manager (Kingfisher and Willow) Bala Basudev (BB) - Practice Manager (Redwood)</p>	
20191109/01	The Minutes of 19 October 2019 were accepted, without amendment, as an accurate record of the meeting.	
20191109/02	Terms of Reference: this item had been deferred from the previous meeting. Consultation with the GPs and Practice Managers resulted in no one having any knowledge of any intended changes to the PPG. The feeling, and advice, was to go ahead as the PPG operates on behalf of the GPs. Presently over 50% of the Committee would be due to retire at the AGM in March/April 2020 having completed their 3 year term. To avoid such a significant change the recommendation the AGM will be for the Term of Office to be extended to 5 years being backdated to 2017 resulting in those will have served 3 years in 2020 the option of continuing for another 2 years.	
20191109/03	Recruiting patients to sign up to the PPG and Facebook. There will be a further recruiting effort for the week commencing Monday 18 th November covering the hours of 09:00 – 12:00hrs. Members of the Committee are invited to sign up for the days and time availability. The intent is to have a minimum of 2 members covering the sessions with 3 as a maximum. Details for the event on 8 th December will also be distributed in these sessions. David will provide a matrix to offer availability. Leaflets in pharmacies will be delivered to Ram – Anton; Maswell Park – John; Minal – David.	<p>All</p> <p>David</p> <p>Anton, John, David</p>
20191109/04	Event Sunday 8 December 14:00 – 16:00hrs.	

	<p>Anton has produced a poster which subject to a minor revision will be available for distribution after the weekend. The leaflets going outside of the Health Centre eg: to the Pharmacies will make it clear that the event is for patients at MPHHC only.</p> <p>Access for be available from 12:30hrs.</p> <p>Bala will contact the volunteers who had kindly made teas/coffees at previous social events.</p> <p>Weiwei will provide the loan of a hotplate whilst Bala will provide a large pot for the warming of the Mulled Wine. (The GPs had been consulted with regard to the provision of Mulled Wine and had raised no objection but rather endorsed the decision)</p> <p>The Community Relations contact at Tesco had moved on and the manager had been contacted.</p> <p>Bala will follow this up and co-ordinator the purchase of Mince Pies, Stollen Cake and other items as necessary. PPG Committee and Staff will be asked if they would bake or provide cakes for the event.</p> <p>David will purchase 12 bottles of Mulled Wine.</p> <p>Advertising will be through the posters; Facebook/Emails and Mjog with the latter asking for a response if attending and with those aged over 18 years of age. Everyone was encouraged to promote the event.</p> <p>A Tombola for children will be provided by Evelyn as offered at the previous meeting. There is a quantity of suitable items previous donated by Tesco. If there are sufficient items for an adult tombola this will also be organised.</p> <p>Although the number of those attending through Mjog contact can be identified the actual number could vary widely as the posters do not ask for a response. The two previous social events had attendances of circa 70 – 80 and the intent is that the event is one to which people can stay for the full 2 hours or drift in and out as they wish. The presumed attendance is 100. If refreshments started to run short they could be replenished from Tesco on the day. Although no charges will be made for attendance donations will be welcomed at the event.</p> <p>External displays have been promised from: Wellbeing – Sally Gomme and Lyn Hammond – My Independence Team. Anton offered to provide material on behalf of Alcoholics Anonymous. Others would be welcome particularly with an emphasis on agencies/organisations in support of Social Prescribing activities.</p> <p>Everyone present indicated their availability to attend on 8th. Committee members in absentia are asked to</p>	<p>Bala</p> <p>Weiwei/Bala</p> <p>PPG Members/Staff</p> <p>David</p> <p>All</p> <p>Evelyn</p> <p>All</p> <p>Anton</p>
--	---	---

	<p>contact Anton to advise of their availability. If Anton feels the need to have a face – face meeting he will make contact.</p> <p>Anton was thanked for all his efforts towards the event.</p>	
20191109/05	<p>Car Parking at and around the Health Centre. This is not necessarily a PPG matter but is one we can engage with and support. It is a challenging situation given the limited space in MPHC Car Park and the pressure on parking in Hounslow Avenue and surrounding roads. The email exchanges between John and Councillor Tom Bruce had been circulated along with comments and observations. Weiwei had received a letter from a patient during the week concerning the lack of car parking. Long term there is a need to engage with the Hounslow Council to seek a resolve – possibly with them authorising the MPHC to issue a form of Parking Permit for use by patients whilst attending MPHC. In the short term clarity needs to be sought with an assurance that Blue Badge Holders can park in the CPZ as per Councillor Tom Bruce's email. The ability for MPHC to purchase Books of Visitors' Vouchers will also be explored. (There is a restriction on how many residents can purchase in a 12 month period) If this is possible the issue of who pays for them would need to be clarified. Should they be paid for by those using them such as hospital car parking charges – which apply for Blue Badge Holders as well, There is potentially an administrative responsible within the Reception were this to be possible. There will be a need to discuss this matter further based on the outcome of the clarifications being sought.</p>	<p>David</p> <p>Practice Managers</p>
20191109/06	<p>Social Prescribing: a request has been received from Dr Raquel Delgado Lead Hounslow CCG Governing Body GP advising that the Hounslow CCG is working jointly with health and social care services to support people who make regular contacts with NHS and social care services. Help is sought in reviewing www.careplace.org.uk Hounslow to ensure that services (voluntary sector, charities, community services) known to people in support of people (adults and children) at times of crisis and with on-going medical problems are listed on Care Place Hounslow and their contact details are up to date. This directory will be used by healthcare and social care professionals to signpost people to the right services. Any updates should be sent to caroline.cronin@hounslow.gov.uk Everyone was encouraged to respond accordingly. John pointed out</p>	<p>All</p>

	<p>that there are other lists available. David suggested members respond as per the request and if they have knowledge of other lists they advise Caroline so they can either cross reference or contact whoever holds these lists.</p> <p>David reported that he had met with Dr Hemel Shah who has a lead for Social Prescribing. This request fits in with the discussion they had. David said that an issue that needs to be followed up is the resources available in Richmond Borough. There are some agencies/organisations which will only allow residents from their own Borough to access their services whilst others happily work across the boundaries. (David will contact Richmond CVS)</p>	All
20191109/07	<p>Any Other Business</p> <p>No matters had been advised</p>	
20190914/05	<p>Date of Next Meeting: SATURDAY 11TH JANUARY 10:00 - 11:30HRS</p>	All