

**The New Surgery**  
128 Canterbury Road, Folkestone

**Patient Participation Group Meeting**

**Date: 12/06/18 Time: 6.30pm**

**In attendance:**

Jackie Kelly (JK) Practice Manager	✓	Geoff Betteridge (GB) Chair	✓	Angela Harrison (AH) Group Member	✓	Felicity Trinder (FT) Vice Chair	✓	Danielle Anson (DA) Group Member	✗
Hugh Robertson-Ritchie (HRR) GP/Partner	✗	Iain Neilson (IN) Group Member	✗	Pat Cocks (PC) Group Member	✗	Hayley Lewis (HL) Group Member	✗	Andrew Lewis (AL) Group Member	✗

<u>Matters discussed:</u>	Action Required
<b>Welcome</b> GB welcomed those present. It was decided that the meeting would go ahead despite there not being a quorum. However, this would be an informal meeting and no decisions could be made.	
<b>Apologies:</b> Apologies received from HRR, PC, HL & AL	
<b>Minutes of Previous Meeting:</b> The minutes of the previous meeting could not be approved and signed as there was not a quorum	GB - March minutes to be approved at next meeting
<b>Pharmacy2U</b> AH had received a letter inviting her to use their service - as received by several other members previously. It was again noted that this letter gives the impression that the practice endorses this company.	To be monitored by all
<b>Hub Update</b> JK gave an update on the Hub. She will continue to update the group on progress.	JK
<b>Lloyd's Pharmacy Closure</b> It was noted that the Lloyd's Town Walk pharmacy has now closed and the refurbishment of Lloyd's pharmacy at the Sandgate Road Surgery is complete.	
<b>Disqualification Notices</b> The necessary notices - as per the new constitution - had been sent.	GB
<b>Closure of Folkestone East Family Practice:</b> JK gave an update on the number of FEFP patients now registered and those allocated but not yet registered. Every effort is being made to trace those not yet registered and ensure they are either registered elsewhere or that they register here asap. Second reminder letters have been sent.	JK to continue to update.
<b>Review of any papers circulated at previous meeting:</b> The suggested amendments to the Constitution and Terms of Reference previously circulated were discussed including the addition of a clause aligning the Group to the provisions of the GDPR of May 2018. FT to prepare and forward to GB for approval and adoption at a future meeting.	FT & GB
<b>JK to provide update on staffing:</b> JK gave an update on the current staffing situation. It is still necessary to rely heavily on locums.	JK to continue to

Recruitment continues to seek appointment of salaried GPs.	update
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<p><b>NAPP:</b>  FT provided an update from the April and May Bulletins.</p> <ol style="list-style-type: none"> <li>1) There is a very useful NHS Acronym Buster app available for iPhones and Android.</li> <li>2) The proposed NHS review of Primary Medical Care Premises was discussed</li> <li>3) The contractual requirement for practices to have at least 10% of patients registered for online services was noted. JK advised that this has already been exceeded.</li> </ol>	FT to continue to provide updates
<p><b>Health Watch:</b>  JK showed a letter which had been received from Healthwatch requesting a visit to the surgery. GB will contact them.</p>	GB
<p><b>AOB:</b>  GDPR was discussed; GB to prepare a policy for the Group utilising NAPP guidelines. GB had been considering a five-year plan for the group. To be discussed at a future meeting.</p>	GB
<p><b>Next Meeting Date:</b>  11<sup>th</sup> September 2018</p>	

  
CHAIR.  
02/10/2018.