

Notes of the meeting of the Drayton and Wootton St PPG

Date: 25th July 2019 at 17.30

Notes for the meeting were taken by L.I.

Present: Mary Ramsay (Chair) Sandra Jordan, Practice Manager. Dr M Swindells GP LI, Fr A, SA, AR. SP (patient representing Cosham Health Centre as Drayton Surgery Primary Care Network partner)

Apologies: MV

AP has resigned as current work commitments make it difficult to commit to PPG at moment.

Sadly GK has passed away, Mary has sent condolences to his family and attended his funeral the previous week.

The meeting was attended by RT, TM, SM, R. Who were observing at this meeting. 3 observers had offered apologies for meeting and 1 had not contacted at start of meeting.

Action points from previous meeting

a) Letter to PCC to expedite the slow progress of planning application wasn't necessary as planning has now been granted.

b) Recruitment of new PPG members, following a blanket email sent by surgery to all PRG members. Mary had total of 14 responses, more than vacancies available. The decision of first to reply to Mary were invited to attend meeting as observers.

The other two actions were covered by surgery update.

The minutes were unchanged and agreed as an accurate record of previous meeting.

For the benefit of the observers Mary gave brief overview of group and standards of our behaviour.

SP provided brief feedback on North Harbour practice, he also pleased to be associate member of Drayton Surgery. In future he will feedback to group at each meeting.

Sandra provided surgery update (attached as separate document)

The annual flu clinics was identified as ideal opportunity for group to attend and recruit more patients to register online. A short handout could be produced. This will be discussed as Agenda item at next meeting. Action Mary/Sandra to liaise prior to meeting.

PPG membership

Mary said group number is now as agreed in our Terms of reference (ToR) . She explained the code of confidentiality and observing GDPR. She told patients observing if they decide they would like to join group to email her so Code of Confidentiality can be sent to them.

Code of confidentiality also to be sent to any existing members who have not yet completed. Action point. Mary

AOB

SA requested agenda item for next meeting. Feedback and impact on the reducing NHS services ie withdraw of certain free procedures and drugs. Action point. GP at next meeting

Several members not sure how E-consult works, surgery will give summary at next meeting Action point. Sandra Jordan

Mary proposed she would like to amend ToR to read 2 instead of 3 for absenteeism without good cause. Also add if group member offers apologies for meeting for them to make contact with chair after meeting date for any necessary actions.

Next meeting date Thursday 26th September at 17.30 in Sanderson suite, Drayton Surgery.

Meeting closed 19.30