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| **PPG Meeting 3rd July 2019** | | |
| **Present:**  **Julia Stanfield (JS), Elaine Botfield (EB),Catherine Plain (CP), Corinne Wood (CW) Barbara Pugh (BP), Alison Price (AP), Margaret Reilly (MR), Heather Fulcher (HF), Frances Peckham (FP), Kim Terry (KT), John Stevens (JSt), Audrey Jones (AJ), Joan Kidd (JK),**  **Apologies: Marion Manton (MM), David Coultas (DC), Margaret Cliverd (MC), Louise Rotheram (LR)** | | |
| 1. | **Welcome and Apologies –** Members welcomed to the meeting and apologies noted as above. |  |
| 2. | **Minutes of the Previous Meeting -** The minutes of the last meeting were recorded as a true reflection of the meeting. |  |
| 3. | **Matters Arising –**  **5. Constitution -** Amended constitution was agreed.  **10. Healthwatch Meeting 08.05.19 –** Long term plan discussed. |  |
| 4. | **Guest Speaker – Kim Terry – Worcestershire Association of Carers (WAC) –** KT provided an overview of the work that WAC carry out in the county. 2011 census data identified that 64,000 people described themselves as carers in the county but there are currently only 13,000 registered at WAC. Massive challenge to fill the gap and WAC would be willing to assist the Practice in identifying new carers.  Family members and friends do not see themselves as carers. WAC can provide a wide variety of care and support and help with the social side of both the patients and carers needs and can signpost to many varied organisations. Currently there are a staff of 10 advisors that run the helpline between 09.00 and 19.00pm Monday-Friday and 09.00am – 12.00pm Saturdays. The Practice currently has 232 registered carers. |  |
| 5. | **Practice Report –** CW provided brief update on Practice. There are a number of staff dues to go on maternity leave in the coming months and there will be a number of new staff starting at the Practice to cover. |  |
| 6. | **Report from ‘Coffee for Carers’ Event –** Joint drop in coffee session for carers was held on 12.06.19. WAC was on hand to answer any queries for patients and some Practice staff also attended. Event was advertised around the Practice and the local CCG added it as an event to their Facebook and Twitter page. Very positive feedback received. |  |
| 7. | **Feedback From Patients –** Issue regarding where sharps boxes can be taken to when full / no longer needed. **CW to find out.** | **CW** |
| 8. | **Presentation on LD Workshop – Alison Price and Barbara Pugh –** Joint workshop held in April with a mixture of PPG members, Practice staff (both clinical and non-clinical) and Kay Dalloway (KD), Specialist LD Nurse. Practice has 108 patients on its LD register and of those 100 attended for their annual LD review in the last QOF year. The remainder are patients with complex needs who are referred to and seen by KD. The practice is described as being a flagship practice for this area and is proactive in how it invites patients in for their reviews throughout the year. The practice also makes reasonable adjustments to ensure that the patient’s needs are taken into consideration such as arranging appointments at times when the surgery is quieter so that patients do not get unduly stressed by being in a busy environment and has also purchased some specialist equipment. Processes within the Practice include patients having and information pop-up on their notes so that they can be easily identified and have also started to bring in children aged over 14 for annual reviews. |  |
| 9. | **Discussion on next event on ‘Wellbeing’ –** Ideas discussed for a similar event to be held as the coffee for carer’s event in the Health Education room. Suggestion of an event on the topic of ‘Men’s Health’ was agreed. Topics such as mental health, prostate and testicular cancer could be covered. |  |
| 10. | **Berrington Court –** Invitation to members to visit and view a specially equipped flat that has been equipped by Telecare. **JS to make arrangements.** | JS |
| 11. | **Floorwalking Rota –** Circulated. |  |
| 12. | **Announcements –**  BP - has resigned from the county wide Patient Action Group  JS – Cookley Thanksgiving Service should be separate from the work of the PPG as the PPG is non-denominational.  Dementia Friendly Training – The Practice is looking to become a Dementia Friendly Practice. Many of the staff have now received Dementia Friend training and the Practice is looking to offer this to PPG members. Lisa Benton delivers the training which is done -. |  |
| 13. | **Future Speakers or Topics –** Northumberland House PPG will again be invited to hear speakers. |  |
| 14. | **Date of next meeting – Wednesday 4th September 16.30pm – 18.45pm** |  |