

## **Minutes of the Patient Participation Group (PPG) Meeting held on Tuesday, 14 August 2018 at 3.30pm**

**Present:** Judi Chaddock (Chair); Jonathan Lamb; Rosemary Hebblethwaite; Caroline Matthews; John Wingate; Gillian Berry; Madeleine Keene; Fiona Dobbs; Helen Morris.

**In Attendance:** Tiffany Boulton.

1. Apologies for Absence: Robert Bijster; Ann Weber; Kim Philips.
2. Minutes of the Last Meeting held on 19 June 2018: These were agreed as a correct record.
3. Matters Arising: Item 4. Tiffany had audited the incidents of sepsis in the practice and with minimal cases over an indefinite period. The partners considered that not enough detailed trials about sepsis presenting in General Practice had taken place to warrant the purchase of a CPR machine.
4. Treasurer's Report: Fiona reported that the Bank Balance was £1,925.60p.
5. Terms of Reference of the PPG: It was agreed that there is a need for someone to take on the role of Secretary, rather than the Chair acting as both Chair and Secretary. After discussion, it was agreed that members would take turns to take the Minutes, two meetings each member, starting with Helen. The current Terms of Reference were discussed and numbers 2,3,5,6,7 and 9 were deleted. The main changes agreed are:

Para 1: Meetings would be held every 2 months.

1. Give patients a voice in the organisation of their care by providing feedback on their needs, concerns and interests and challenge the Practice constructively whenever necessary;
2. Have at least 2 members of the committee as signatories on the PPG bank account and ensure that the two members are not related;
3. Promote good health by holding occasional Focus Evenings;
4. Keep people aware of new developments in the provision of secondary care within the community;
5. Give feedback to the Partners concerning matters that have arisen during PPG discussions;
6. Give feedback from patients on current and future services provided by the Practice, and
7. Liaise with other PPGs in the area.

The Terms of Reference will be rewritten incorporating the above changes. It was agreed to consider the Draft Constitution at a later date. **Action:** Tiffany/Judi.

6. Flu vaccinations 2018: There are two types of flu vaccines available this year; Flud (trivalent) for the 65's and over and the quadrivalent for those eligible under 65.

The vaccine is offered free of charge on the NHS to people who are at risk. This is to help protect against catching flu and developing serious complications. The eligible cohorts are:

- 65 years of age or over
- pregnant
- have certain medical conditions
- are living in a long-stay residential care home or other long-stay care facility
- receive a carer's allowance, or you are the main carer for an elderly or disabled person whose welfare may be at risk if you fall ill

The first flu clinic is to be held on Saturday 22<sup>nd</sup> September 2018 at the surgery with further dates to follow.

7. Plans Post Brexit for the Surgery and Pharmacy: The Pharmacist at Lavant Road Surgery is in touch with Pharmaceutical Services Negotiating Committee (PSNC). This body is overseeing supplies of medications. All pharmacists are considering and planning for continuing supplies after March 2019.

8. Patients over 75 to have a dedicated GP as recommended by NHS England: Tiffany commented briefly on this. She mentioned the “buddy” system which already exists between the Partners, ensuring that patients are overseen by another doctor when their dedicated GP is absent.

9. Gillian Keegan, MP: Tiffany had been expecting to hear from Gillian’s assistant, Luke, but has not heard from him so far: Gillian Berry to chase.

10. Update from LRS: Tiffany advised members that a new doctor, Dr Harriet Shere, is shortly to join the practice. Dr Williams is retiring 28 September. Dr Copeland will return in April 2019.

11. Any Other Business: Tiffany reported that Dr Peter Whittaker had died on 2 August 2018. A Memorial Service will be held on 17 September 2018 at St Mary’s Church, Lavant.

12. Date and Time of the Next Meeting: The next Meeting will be held on Thursday, 4 October, not Tuesday, 9 October, as previously indicated.

The Meeting closed at 5.10pm.