

Item	Description / Action required	Action by
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## **Minutes of the PPG Meeting of 5 June 2014**

### **Attendees:**

Graham Richards (Chairman) "GR"  
Dorota Debbache "DD"  
Nicholas Fuller "NF"  
Clare MacAdie "CM"  
Moirra Millar "MM"

### **In attendance:**

Ann Lee "AL", Patient Services Manager  
Tao Wilson, Carers First

### **Apologies for Absence**

Maggie Fraser "MF"  
Tessa Shapcott "TS"

### **1. Minutes of the previous meetings.**

The minutes of the last meeting were approved.

### **2. AGM/Public talk**

It was agreed that the topic for the next public talk would be Diabetes and will be in conjunction with the AGM. The group discussed possible venues and speakers. MM will approach a contact who is a diabetic nurse. AL will ask the Nurse Practitioner (Julie McGowan). GR will approach Diabetes UK to source a possible main speaker. Suggested dates were 17, 18, 24, 25 September. Suggested venues were discussed and some of the group will make individual enquiries and report back to all via email. The end of July was decided as the deadline for arrangements to be made to enable sufficient marketing of the event. The possibility of joining forces with Kingswood to help publicise the talk was also discussed.

### **3. Carer's First**

Tao Wilson from Carer's First, a local organization affiliated with Carer's UK, talked to the group and explained their work, the outcomes of successful contact with carers and the funds they have available to help. She stressed the need to identify non-professional carers. She said that their organisation are aware of only approximately 10% of those who act as non-professional carers and of that number as few as 10% of those identified as carers are receiving any assistance thereby leaving 90% of carers in the community unidentified and as a result these carers are left without much needed help and assistance.

Carer's First aim to raise awareness in the community and AL agreed to assist in the best way for surgery patients and MM suggested adding a paragraph to the next surgery newsletter.

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4.	<b>Avoiding unnecessary hospital admissions – proposed patient care planning documentation</b>	

The group discussed both the draft letter and care plan template that had been circulated. It will be used for this new service by the surgery. A discussion ensued and many suggestions were put forward as to how the letter and care plan could be amended to make them clearer to those who would be receiving these communications. All suggestions were noted and AL will circulate another draft to the group for all to amend and before reaching final copy.

#### 5. **Welcome additional committee member**

Dorota was welcomed to her first meeting of the group. She had responded to the advertisement in the surgery to join the PPG to represent the growing population of Eastern European patients that are joining the surgery and the group look forward to her valued contribution going forward.

#### 6. **Treasurer's Report**

CM reported that there was £130 in the PPG account. AL reported that since the last newsletter asking for contributions the surgery has received over £200 which has been deposited in the equipment fund account. Fund raising for the PPG account would be discussed at a later stage as the group will require more money for such things as hiring halls for future talks etc.

#### 7. **Any other Business**

**Healthwatch** - GR informed the group that he had received a communication from Healthwatch giving dates of upcoming meetings/discussions. He said he would circulate the details to the group and individuals can decide if they wish or are able to, attend any of these when they have more information.

**Waiting room computer terminal** – NF asked for an up-date on the situation and asked if the surgery needed any help setting this up or if it would be done by the surgery IT people. AL said she would liaise with the practice manager.

**Disabled Parking** – NF asked for an up-date on the disabled parking signage. AL said a sign had been purchased for display at the side of the building for a dedicated parking slot but had yet to be installed.

**Surgery inspection** – AL mentioned that the practice had been the subject of a “pilot” inspection and in the absence of GR, MM had been asked to talk to one of the representatives of the inspection team to answer questions about the PPG and the surgery.

#### 7. **Date of Next Meeting**

Until we have a date for the diabetes talk & AGM, we would be unable to settle on a firm date. GR would circulate possible dates as soon as possible. It was suggested that GR may host an interim meeting at his home if this was necessary before the AGM.

**The meeting closed at 8.50pm**