

Minutes of the 1st Manor View Patients Participation Group Committee (MVPPGC)
4.00 pm 17th July 2015 at Manor View Practice

Present

Richard Beeden, Joan Manning, Colin Stodel, John Perry, Brian Richards, Radhika Biswas
Apologies : Jesse Anthony

Agenda

Brian Richards said he had not received the agenda but was content.

1) Allocation of Tasks/roles

Richard Joan & Colin indicated that they were prepared to continue as Chair, Vice chair and IT support respectively. John had previously expressed interest in fund-raising. The role of Treasurer is unlikely to be onerous, as our likely costs are minimal and the Practice is meeting the cost of such things as stationery and the cost of affiliating our Committee to the National Association of Patient Participation (NAPP). Brian said his IT skills were limited. The Secretary's role was mainly preparing Minutes of meetings. Colin Stodel offered to help with any IT problems such as distribution of documents/data e.g. agendas, meeting dates etc. Radhika due to go to University and Jesse into the 6th form, were best placed to act as "young peoples' champions", including perhaps reporting on any relevant University/ school experiences (health, stress etc).

It was agreed

Chair:	Richard Beeden
Vice-chair	Joan Manning
Treasurer	John Perry
Secretary	Brian Richards
IT Expert	Colin Stodel
Young People's Champions	Radhika Biswas & Jess Anthony

2) Calendar, meeting dates etc.

Richard noted that the Practice Financial Year ran from 1st July to 30th June, and that ideally our timetable should accord with this. He noted that the PPG AGM had to be held within 3 months of the FY end. He suggested our next AGM should therefore be in September 2016 rather than June. He also suggested that the Committee meet about every 3 months. Discussion established preferred days and times being Tuesday to Thursday, early evening/ late afternoon

It was agreed

AGM

September (Late)

Committee meetings

September (early)

December

March

June

Richard agreed to propose dates, times and locations for future meetings on this basis.

Action 1.1 Chair

3) Additional Members

Richard asked for views about an 8th member; what type of person should we be looking for? Brian asked if it was essential to have an 8th, Richard said not essential but preferred to give better balance, and that our Constitution allowed for 4 to 8 members.

Joan suggested that we needed another "champion" to represent patient interests in a specific but not uncommon medical condition e.g. diabetes. A patient attendee at a future Topic Talk meeting might be approached? Brian suggested that we needed someone from a different age group to balance the 5

seniors and 2 young members; perhaps we should look for a parent in the mid 30s. Members thought this a good idea; Joan undertook to try to find someone of this nature, who could perhaps be both a “different age group” representative *and* a “champion”.

Action 1.2 Vice-chair

4) Priorities

Richard asked for views on what our priorities should be.

Without putting them in order, the following suggestions were made

- Making PPGC communications with patients work better; advertising ourselves and the practice. Prospects for getting an article into the Watford Observer or Optima were discussed.
- Increasing PPG membership
- Improving attendance at specialist Topic Talks
- Localising minor procedures e.g. Blood sampling and testing
- Proposing that the practice to offer therapy as well as medical services
- Ensuring that Emergency Procedures are as seamless as possible across the Practice and other parts of the NHS, and that patients are well- informed about what to do in an Emergency (it was noted that the 111 Phone service has been both lauded and highly criticised in the Press)

Brian pointed out that the Health Secretary was trying to introduce ways of informing NHS patients about what, for example, their prescriptions, A&E appointments, missed GP appointments etc cost and suggested in line with Clause 1.4 of our TOR we might “[help our] patients understand their responsibilities [better]...”. Joan doubted the idea would be widely attractive as all patients wanted was to know that the best possible service would be there when needed, whatever the cost. Brian said he would in any case welcome a better understanding of how budgets and costs were allocated to and managed by Clinical Commissioning Groups and Practices; John concurred. Consider initially for a topic at a future committee meeting. Joan & Colin said they had information.

Action 1.3 Vice-chair to prepare briefing for December meeting

5) Programme of Events

A talk on diabetes is proposed for September, as part of the intended 4 talks per annum schedule.

December’s topic is TBD; Joan said she could deliver an expert to talk on any medical topic provided that “we” could deliver an audience of 25+. Richard said he would discuss the topics with Joan outside the meeting. (Secretary’s note – there is an obvious need for us all to think about how to attract audiences for such talks and exchange ideas/proposals before the next Committee meeting.)

Action 1.4 Chair & Vice Chair and all members

6) Newsletter

Joan noted that three Newsletter has already been published and a fourth is in preparation; it goes out by e-mail or mail to about 300 PPG members and hard copies are available in the Practice Reception area. She suggested the following provisional topics for the next Newsletter due to go out in August:

- A poem
- Flu Vaccinations
- First Aid
- Introduce Dr Gos
- IT Changeover from Vision Online to Emis Patient Access <https://patient.emisaccess.co.uk/>
- Diabetes talk
- The PPGC membership

Joan said she would clear it with the Practice in the interests of accuracy and good relations. Brian suggested the draft is also circulate to PPGC members for comment, which Joan said she would do.

Action 1.5 Vice-chair

7) AOB

Richard said he would pursue contact with the PPG for Attenborough Practice next door and recirculate contact details and thumbnail profiles of the PPGC (see attached)

Action 1.6 chair

There was no AOB so the meeting closed at approx. 5.15 pm.