

MEETING NOTES

**P.P.G. Meeting Minutes**

16<sup>th</sup> June 2014, 12noon-1.00pm Location: Seminar Room @ The Surgery.

Initial	Present	Initial	Apologies
<b>ML</b>	Marlene Lambeth	<b>CB</b>	Caroline Bolland
<b>JE</b>	Jane Emery	<b>TJ</b>	Trudie Jones
<b>GW</b>	Graham Welford	<b>MP</b>	Margaret Polack
<b>JG</b>	John Gainford	<b>JH</b>	Janet Hammond
<b>PB</b>	Peter Burt	<b>JN</b>	Jacqui Nicholls
<b>JT</b>	Janet Taylor		
<b>HBR</b>	Dr Hanora Richardson		
<b>LOS</b>	Lisa O'Sullivan		

Item	Notes	Action
1	<p><b>Welcome and introductions.</b></p> <p><b>PPG Contract – Priority Areas.</b> ML - Explained that NHS England would like us to complete an action plan of what the Patient Participation Group would like to achieve during 2014/2015 and what the groups 3 priority areas would be. The group agreed on the following 3 areas:</p> <ol style="list-style-type: none"> <li>1. Is to expand the PPG by advertising the group on our 16 and 17 year old birthday cards and invitation letter that is sent out at each birthday to our younger generation. Thornley Street Surgery reception staff pro-actively advertise the PPG at every single new patient registration. Maybe an A4 poster in Kurdish/Polish advertising the PPG within the surgery.</li> <li>2. To support the Local Respiratory Event planned by Dr Helen Ward (consultant at NX). Advertise on the PPG Board the respiratory pop-up shop being held in the Mander Centre in September; also advertise on our Website etc.</li> <li>3. To support Macmillan, the PPG to hold another Coffee Morning at the surgery beginning in October when the flu clinics start running.</li> </ol> <p><b>JG</b> – Enquired as to whether we could support Compton Hospice? General discussion and agreed that Macmillan work within Compton Hospice so one of the same service really.</p>	Noted & agreed.
2	<p><b>ML – Wheelchair Donation</b> – Great News - The surgery has now received the donated wheelchair.</p> <p><b>HBR</b> – Our Nurse Team will train themselves on how to use it and decide where to store it. <b>LOS</b> to obtain photograph of one of our nurses sitting in it to put on the PPG Board in reception, with a thank you poster.</p>	LOS-To obtain Photo and ask AW to do a poster for the PPG Board.

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3	<p><b>ML</b> – Advised that unfortunately she is unable to bring us up-to-date on the previous chairs meeting at the Workspace and both Marlene Lambeth and Jane Emery were unable to attend. However, they will both attend the next one in August and feedback at the next PPG meeting.</p>	Noted.
AOB 1	<p><b>GW</b> – Enquired as to whether the surgery had heard if there has been a cut back on Diabetic Clinics in the local area?</p> <p><b>HBR</b> – Advised that Dr Anna Stone runs our Diabetic Clinics here at Thornley Street Surgery and we have definitely not cut back on any clinics here.</p> <p><b>ML</b> – Advised that she will ask at the next workspace in August if New Cross or the Phoenix is still running their clinics.</p>	Noted.
2	<p><b>JT</b> – Would like to raise awareness regarding the Fibromyalgia event taking place in September.</p> <p><b>ML</b> – Advised that Janet Taylor could have a table at the Health &amp; Wellbeing event on the 7<sup>th</sup> August at the Old Fallings Adventure Playground Low Hill Wolverhampton.</p> <p><b>JT</b> – Advised that she went down to London and spoke to MPs who advised that the best way to advertise is through the local CCGs. The Black Country Foundation is holding an event on 2/9/12 at the Methodist Church, Ablewell Street, Walsall, WS1 2EQ 1.30-4.30pm should anyone want to attend.</p>	
3	<p><b>ML</b> – Advised that Janet Taylor could try advertising via Lal at the Tennant Group.</p> <p><b>JT</b> – Does anyone know if we are having a City Show this year?</p>	
4	<p><b>ML</b> – PPG agreed that no-one knows as yet. Group had a general discussion about the Civic Centre and a lot of places are closing down.</p> <p><b>JG</b> – Asked if he could make a suggestion please? Could The Surgery look at fixing a Hand Rail next to the ‘Step Down’ leading to the Toilets on the first floor? He noted that there is a ‘Mind The Step’ sign, which is very good, but would like a handrail for support.</p> <p><b>HBR</b> – Replied, <b>yes</b>, we will look at it. General discussion took place regarding certain ‘Aids’ i.e. frames etc for the toilet area, and the possibility of them being misplaced etc.</p>	
5	<p><b>GW</b> – Asked if we would like a GEO-Tag putting into the arm of the new wheelchair so that should it be misplaced we can track exactly where it is.</p> <p><b>The PPG</b> – Thought this would be a wonderful idea thank you very much indeed!</p>	
6	<p><b>GJ</b> – Advised that he had put a lot of work into the surgery survey of the waiting areas and could we put this on the agenda for the next PPG please?</p> <p><b>The PPG</b> – Replied, yes of course, and thanked John Gainford for his hard work.</p> <p><b>HBR</b> – Advised that we will also email this out with the minutes to the virtual group as well.</p>	On the Agenda for next meeting.
	<p><b><i>The PPG decided that the Next Meeting will be Monday 1<sup>st</sup> September 2014. 12noon – 1.00pm at The Surgery in the Seminar Room.</i></b></p>	