

## MARYSVILLE MEDICAL PRACTICE PATIENT PARTICIPATION GROUP MINUTES

### MEETING HELD THURSDAY 12 DECEMBER 2013 AT MARYSVILLE PRACTICE

#### Present:

**Chairman** - Graham Spencer

**PPG Members** - Roy Hope; Jay Mitchell; Derick Goring, Neville Woods; Viv Botfield

**In Attendance** - Christine Fenwick (Practice Manager)

**Apologies** - Val Thompson; James Brathwaite; Jen Hall; Heather Wills (Comm Care Co-ord)

#### 1. PPG - Appointment of Officers ‘

GS raised the subject of formalising appointed officers for Marysville PPG. It was agreed to review this early in 2014

#### 2. Formal Constitution

The subject of the PPGs constitution / TOR was discussed. CF advised of a contract between NHS England and Marysville Practice covering PPGs and advised there was a sample TOR held. GS distributed this sample together with a copy of another surgery's TOR. It was agreed all members would review samples and formally agree wording of Marysville PPG Constitution/TOR at the January meeting

#### 3. Marysville Walking for Health

Wording for the WFH newsletter bulletin was agreed and now ready to be included in various publications VT and JH have access to. DG raised observations re the WFH tie-up with Claremont Practice i.e. more than one walking group being run on the same day and little response from Marysville patients. It was acknowledged that this initiative would take time to establish and communication of WFH would continue. Meanwhile walks will continue the first and third Tuesday morning of the month. GS agreed to his email address being added to the bulletin for those wanting further information. VJB to email WFH wording to VT and JH for inclusion in newsletters. VT and JH to arrange for publication

#### 4. Virtual PPG Members

It was previously minuted that some patient email addresses obtained from the Marysville Patient Survey appeared to be incorrect (emails 'bouncing back' when emailed with survey results). JM advised he had reviewed all email addresses from the original survey responses and had found anomalies. It was agreed to re-email interested parties with a survey update and review response. It was further agreed to email all virtual PPG members with the WFH news bulletin once responses from survey email addresses were reviewed. JM to re-email patient survey interested parties

## **5. Health Talks / Demonstrations**

It was previously agreed to move forward with the organisation of the 'health talks' initiative. Final decisions on the topics / timings are yet to be agreed but initial discussions were around the possibility of a one hour talk covering nutrition taking place in February on a Wednesday or Thursday pm. JH previously advised she will speak with her nutritionist colleague to see if this is something she would be willing to undertake and if so her preferred dates. CF requested another talk / demonstration is on breast examination and this was something the practice could probably fulfil. The result of JH discussions awaited

## **6. Care Professionals / Specialists**

CF advised the practice had access to professionals / specialists in mental health care, drug and alcohol abuse and counselling at the surgery. From January it was hoped a chiroprapist (mainly for diabetes patients) would be available

## **7. Compassionate Communities (Coco)**

It was confirmed Paul Cronin (Coco co-ordinator) will attend 13<sup>th</sup> January to discuss volunteering in the community

## **8. Call To Action Conference**

GS summarised the events of the day. No further action

## **9. Shropshire PPG Meeting**

GS reported on December's meeting. In general terms the meeting was around, affordability of two hospitals, long hospital waiting lists, problems with hospital clinician recruitment, what do GP practices 'do for vulnerable patients'? Complaints procedure. West Midlands Ambulance/ Community First Response training is to be offered for volunteers. Leaflets to be displayed in surgeries (if possible)

## **10. PPG General Advertising**

NW advised he had spoken with Shrewsbury Admag re the costs of a general press release about PPGs in general and the work they undertake. The costs are relatively high but it was discussed that other PPGs may be interested in this initiative and share the costs. GS agreed to email Karen Higgins (CCG) replacement with this suggestion to investigate their views / help

## **11. PPG Flip Chart Easel**

It was agreed to use the easel initially to promote WFH. VJB to set-up in surgery foyer

## **12. Marysville Newsletter**

CF circulated the latest Marysville Practice newsletter

## Next Meeting

Thursday 13 January 2:00pm Marysville Practice

### Actions:

- **All** : To nominate appointed PPG Officers at January meeting
- **All** : To review sample TOR
- **VJB** : To email VT & JH with the agreed WFH newsletter bulletin
- **VT & JH** : To arrange for the WFH bulletin inclusion in newsletters
- **JM** : To re-email patient survey interested parties
- **JM & VJB** : To email all virtual PPG members with WFH news bulletin (once survey email responses are collated)
- **JH** : To investigate with colleague re a nutritional health talk & preferred dates
- **GS** : To email CCG re using Admag for a general PPG one-off press release
- **VJB** : To set-up easel in surgery to advertise WFH
- **VJB** : Write up and distribute minutes

### Actions / Comments for future reference

- **All:** Prescriptions / test results issue for practice (JP)
- **All:** Cycling for Health
- **All:** Quarterly health awareness sessions