

Minutes of PPG meeting – 15th January 2014

Attendees : DP,BK JW, CL, JH, FC **Apologies :** SOR,

1. DP welcomed everyone to the meeting including Dr Beth Gholkar who is currently working at the Practice.
2. Minutes from last meeting (4th December) accepted as accurate and correct.
3. Matters arising – DP reported shingles vaccinations were being given to 70 and 79 year olds. Due to not being able to order more than 40 vaccinations a week it has been necessary to order them weekly. 79 year olds have been targeted first, followed by 70 year olds. DP reported two new patients wished to join the PPG – Jackie and Andy Lowe. BK will invite them to a meeting. Badges have been made for the staff and DP will get badges made for the PPG so they are recognisable at events. The annual patient survey has now closed and the manual data has been computerised. 409 responses were received. DP will circulate data shortly and a date and venue will be set for the next meeting to discuss the survey findings. PPG and PRG members are invited to this meeting.
4. Health promotion event – (i) DP announced the Practice needs to put on a patient education session before the end of March. BG is happy to lead the event and had various ideas of themes including how to reduce the risk of heart attack or stroke, minor illnesses, back pain or headaches. It was decided it was important not to duplicate with the event planned for May. Everyone felt minor illnesses would be a good idea and this could be linked to getting the message across about antibiotic use and the unnecessary use of A and E. DP thought it would be a good idea to get someone from Clevedon or the Out of Hours provider BrisDoc to come along to the event. DP feels many people are unaware of their function. DP also thought a health visitor or district nurse would be beneficial. This event would need to be advertised, for example, in the local newspaper, pharmacies, Mums and Toddler groups and schools. DP will contact public health for help with advertising. As the number of people attending this event could be quite large DP will get in touch with Nailsea Methodist Hall and Scotch Horn as possibilities for a venue. The timing of the event will be determined as to the venue and when BG is available. It is hoped that the event will be held on a Saturday morning or an evening. Leaflets would also be available. BG said 'Self care forum' have a good selection of leaflets. DP would like PPG members to help with refreshments. The event will need to be evaluated by the attendees.

(ii) JH has managed to secure the use of Golden Valley School for the PPG health event on Saturday 17th May. This will be free of charge as it is a community event. JH said 8 classrooms would be available, urns for refreshments and car parking. Ideas for the event include a representative from Scotch Horn to advertise classes and facilities, someone from the slimming groups e.g. Slimming World or Weightwatchers and a nutritionist. DP thought it might be possible to carry out health checks there too. Posters to advertise the event will be necessary and a working group of PPG members set up to help with the planning. DP will check Public Liability Insurance with Public Health.
5. CCG update - SOR not at meeting.
6. Research- consent for research in primary care. Several members of the PPG have taken part in a similar group before so DP will check to see if this is a different one. If so, FC, CL, BK, and JW are happy to participate.

7. PPG chair- BK has agreed to take on the role of Chair. DP will need to update leaflet.

8. Close of meeting – DP thanked everyone for attending.

Date of next meeting : Wednesday 5th February 2014– Brockway Surgery (but date and venue may change due the meeting discussing the annual survey).

DP will advise date and venue.