Woodland Medical Practice – Patients Participation Group (PPG)

Minutes of the Annual General Meeting Held Tuesday 28th June 2016

The meeting commenced at 13:15.

Members present: Margaret Inkpen, Deborah Bakewell, Roger Phillips, Val Phillips, Teresa Pawson, Jean Rhodes, Aileen Callendar, John Exton, Karen Wray, Peter Arborne, Caroline Coyle-Fox, Allison Ellis and Dr Keith Bailey

Apologies: Caroline Barton, Jackie Furness, Beryl Jackson and Tony Westwood

Absent: Rachel Jones a Peer Support Worker who was due to give a 15 minute presentation on “Parity of Esteem Referrals” relating to mental health issues.

Prior to commencement of the meeting: Margaret Inkpen said the PPG had sent a Welcome card to Dr Atkin, a Thank you card to Chris Sproson for his support during his time on PPG committee and a Thank you card was received from Dr Usher. A Retirement card had been bought to the meeting to present to Nurse Yvonne Simpson on her retirement,

Proceedings: Minutes of the first ever AGM held on 12th May 2015 were read and proposed as a full and accurate record by Roger Philips and seconded by Deborah Bakewell and motion carried unanimously by those present at the May 2015 AGM.

Matters arising: At the meeting held on 26th April 2016, it was agreed that Margaret would write a PPG Mission Statement (copy attached). Margaret read out the prepared PPG Mission Statement and all present agreed that this reflected the aims and aspirations of the PPG.

PPG Officer’s job descriptions: Prior to the election of Officers, Margaret read out a simple job description sheet (copy attached) and proposed that every officer has a Deputy to assist them.

Election of Officers: Roger proposed that Margaret Inkpen continue in her post as Chair and this was seconded by Val Phillips and carried unanimously. Margaret Inkpen proposed that Deborah Bakewell continued as both Secretary and Treasurer and Roger Phillips seconded and this was carried unanimously. Margaret Inkpen proposed that Caroline Coyle-Fox continue her role looking after the Newsletter but it was agreed, by all present, that when and if items of interest are spotted in the media etc. that individual members send them to Caroline to assist her in producing an interesting and varied newsletter. Roger Phillips seconded the proposal and this motion was carried unanimously. Caroline mentioned that she intends creating a newsletter at the end of August to include details of the flu clinics but she did ponder as to who reads the newsletters. The question of who reads the newsletters may be taken forward in a future feedback survey possibly held during the flu clinics season.

Karen Wray and Val Phillips volunteered to assist Deborah Bakewell in her Secretarial and Treasurer duties respectively and Teresa Pawson volunteered to assist Caroline Coyle-Fox as editor of Newsletter.

Roger Phillips raised the issue of having nominated members of the committee to attend various meetings, such as Healthwatch, on behalf of the PPG and for those individuals to then cascade information back to the PPG at their meetings. It was decided that when Deborah Bakewell receives meeting dates and notifications, from the various health organisations such as Healthwatch, NHS Trust, etc. that an email is sent to all PPG members advising them of such meetings, but if anyone wishes to represent the PPG, at meetings such as Healthwatch, PEG, Lincs NHS Trust, then they should then express their interest in attending direct to Margaret Inkpen.

Chairperson’s annual report: Margaret Inkpen read out her annual report (copy attached) covering all the matters discussed and dealt with since last AGM held 12th May 2015. Deborah Bakewell proposed the report was true and accurate and reflected the PPG activities for the year and this was seconded by Val Phillips and motion unanimously carried.

Treasurer’s Annual report/Balance Sheet: Deborah Bakewell presented the Annual balance sheet as at end of financial year to 31st May 2016 (copy attached) detailing the bank balance of £567.62 as evidenced by the latest bank statement. Val Phillips proposed the balance report was true and accurate and this was seconded by Jean Rhodes and motion unanimously carried.

Practice Manager’s report: Allison Ellis notified that, since our last meeting, the practice has appointed a Practice Healthcare Assistant, Emily Hayhurst to deal with routine issues such as heart tracings and taking blood samples. Lisa Hall has been appointed to replace Nurse Yvonne, on her retirement, and will work 4 days a week and has the necessary experience to fill that role.

It was also discussed as to what actions the PPG could do, in the coming year, to assist the Practice and Dr Sowerby was reported to suggest, at a Doctor’s meeting, that perhaps the PPG could do fund raising for specific items. Another way the PPG could assist is with the issue of car parking as the local shopping centre is to restrict cars to a 3 hour stay, which will adversely impact the 20 Practice staff members who currently use the shopping centre car park. The prospect of the staff members using the patient car park at the Practice will not be welcomed by the patients, so it was agreed that the PPG should write to Lambert, Hampton and Smith, the Site Management as well as the Co-op, the owners of the site to enquire as to whether car parking permits could be issued. A letter to the local council/councillors to ascertain what progress has been made with regard to the plans for Jasmin Green was also suggested.

In view of time constraints, it was agreed to discuss recommendations made, during the recent Clinical Quality Commission (CQC) visit, at the next scheduled PPG meeting.

GP’s report: Dr Bailey reported that the Practice is taking forward proposals to the Clinical Commissioning Group (CCG) that the Practice is paid for some of the relatively small services, currently provided by the Practice during Surgery times, but not reimbursed by the NHS, such as ear syringing and heart tracing. If the Practice did not undertake these duties then a referral to a hospital would result and the hospital would be paid for the work undertaken. These referrals cannot be cost effective to the NHS as a whole so it is realistic that the Practice points this out in the hope that the increased income stream, to the Practice, reflects the work undertaken. Dr Bailey explained that at present, to ease the transition period of Dr Atkin easing in to working at the Practice, 2 Locum doctors have been employed from June – December 2016.

Any other business: Peter Arborne raised the on-going issue of Non attendance of patients at Woodland practice but it was agreed by all that nothing is going to change unless there is a fundamental change in both the NHS system to permit a fee for non appearance and/or the general population alters their mind set.

Dr Atkin then joined the meetings and introduced herself and gave a brief history of her medical career detailing her background and locations for various previous appointments prior to her joining the Practice at the Woodland Practice.

Margaret Inkpen briefly described the National Association of Patient Participation (NAPP) conference she recently attended along with PPG representatives from Birchwood, Nettleham and Cherry Willingham Practices. The overall impression was that the 3 main speakers were extremely positive and the attendees were certainly enthused to be a part of such an organisation. The afternoon sessions were workshops with a choice of 4.

Date of Next Meeting: Tuesday 2nd August 2016 at 1:00pm potentially at St Luke’s Church but this is to be confirmed. This meeting will cover issues which cannot be covered at official PPG meetings, at the Practice, such as developing relationships with members, discussing future activities and goals, understanding the local health related committees etc.

Next PPG Committee meeting: Tuesday 13th September 2016 at 1:00pm at Woodland Medical Practice.

ACTION

Letters, in an endeavour to gain exemption for the car parking restriction of 3 hours, to be sent to the 3 organisations involved.

The meeting was concluded at 15:15

Subsequent to AGM: Nurse Yvonne Simpson joined the meeting briefly to be presented with a plant and retirement card.