**Minutes of PPG meeting held at 18:00 hrs, 2/2/17 at the Surgery**

**Present:** Sheila B, Terry B, Christine T, Dave T, Alison C, Liz J, Ken J, Lynda T, Bill T, Pat H, May L, Noreen W, Brian OH

**Apologies:** Ina N, Ian C, Yvonne P

**Minutes of the last two meetings** confirmed as a true and accurate reflection of the meetings.

AC opened the meeting wishing a belated Happy New Year and welcoming all to the meeting. For the benefit of those who had not previously met people all attendees introduced themselves. AC thanked the previous secretary for the handover and help received.

AC asked if anyone had anything to add under any other business. BOH asked about the CCG and a meeting they had attended and asked for clarity on how that fitted with this group. It was decided to include this in the update from LJ.

**Plan for future meetings:**

AC referred to an e mail sent. As not all attendees had received the e mail AC reiterated the contents and asked for feedback. No objection was raised regarding the proposed way forwards.

**Network events update:**

 LJ had submitted a written update and clarified the West CCG position. Key points from the update were highlighted and from the CCG operational plan for 18/19 which contained 9 must do’s. A key aim was to work with community hospitals, social and health care to discuss patient needs with a view to reducing hospital admissions allowing patients to be comfortable in their own home with targeted care/treatment to meet their needs.

LJ believed within the medicines waste campaign there was some assistance the PPG could give. This was around concentrating on educating patients to not order medicines that were no longer needed. ML gave an example of the Hinckley and Bosworth initiative and the positive impact this had given and how this could be included in the soon to be introduced practice newsletter. SB outlined an example of the pharmacy versus patient prescriptions whereby, people were encouraged to open bags and check medicines there and then prior to exiting the pharmacy and handing back any unwanted items. A group discussion took place about how best to engage with individual patients and how to reach out with ideas to change patient behaviour when ordering prescriptions.

* **ACTION:** ML to include an item in the newsletter.
* ML to obtain details of the Hinckley and Bosworth initiative and circulate to the group for consideration of adopting best practice.
* All to consider options and initiatives to take forwards and to feedback to AC who will collate responses in time for the next meeting.

**Practice Update:**

ML gave a verbal update outlining the current staffing position, who new staff were and what their duties and responsibilities were. ML advised that recruitment and selection process were in place for another apprentice and for a receptionist/administrator also. ML outlined the situation with the GP shortage and that this was a national issue not just a practice issues and what steps the practice had taken to address any shortfall with a view to expanding skills mix amongst existing staff and bringing in people with the specific skill requirements to match the workforce accordingly. BOH asked if the GP shortage was only an issue with this practice. ML outlined the national and local position.

ML also gave an insight into the structure and makeup of the West CCG and the 13 practices in South Charnwood outlining the Federation that had been formed and how this worked and dove tailed into the CCG as a whole.

ML raised an issue with non attendance at booked appointment and that the practice was trying to determine why there had been an increase in recent months. A discussion was held within the group and it was agreed to include this in the practice newsletter alongside maybe an opportunity to include education on this subject at the same time as the medicine waste initiative.

* **ACTION:** ML to include an item on the newsletter
* All to consider ideas for including this in the initiative for medicine wastage and to feedback to AC any ideas for the next meeting.

**Financial Update:** DT gave a verbal update on the current financial situation of the PPG. BOH asked about what the funds were used for. DT gave a verbal outline but it was agreed to forward a copy of the financial statement from the AGM to BOH as this was a previously circulated document.

DT also asked about signatories for the account. AC to be signatory and there to be one other additional signatory in the event of people being unavailable. NW volunteered and took forms to complete. Also PH volunteered if it was felt another signatory required.

* **ACTION:** AC to send BOH AGM financial statement
* AC and NW to complete the signatory forms for the bank and to take them into the back individually with their proof of identity.

**Next Event:**

AC proposed a date 10th June 2017 and asked for feedback. The proposed date was accepted and it was understood that this was holiday season so some would be unable to be available for the date but were willing to help with coordination and planning up to the event. This was appreciated by the group.

AC outlined that at the past meeting it had been suggested to do a youth event, however given that the last coffee morning had been toddlers and babies it was suggested to broaden the event to capture the loyal community support from previous coffee mornings. AC outlined the national initiative currently diabetes awareness and obesity. AC suggested that perhaps run an event aimed at all ages but with some specific marketing in encouraging youth attendance would be welcome. The group accepted this proposal and a further meeting planned in April to take place in which ideas could be discussed and a plan formulated. It was asked that all consider, speakers, stalls, information stands and other things that could be included in the morning.

* **ACTION:** All to put forward any suggestions to AC by mid-march to enable the commencement of a plan to bring to the next meeting for discussion.

**AOB:** none