

Minutes of the St Stephens' House PPG meeting at the Surgery 1.00 p.m Monday 4th February 2019		
Present	Eileen Pullinger (EP), Martin Riddle (MR), Chris Ranger (CR), Simon Wass (SW), Margaret Gray (MG), Ian Oxley-Crawford (IO), Patricia Wiltshire(PW), Jane White (JW), Sam Eldred (SE), Barbara Wells (BW)	
		ACTION
Apologies	BW joined the meeting at 1.40 p.m.	
Minutes	Some members had not received the minutes of the two October meetings. Secretary to ensure that all members receive minutes prior to meeting.	BW
Review of Actions	PW had still to arrange a meeting for PPG Chairs MR to conduct a review of the Terms of Reference for the PPG	PW MR
Surgery matters	<p>JW advised that the new Clinical Pharmacist – Saad Iqbal had moved on. A replacement, Ami (?) had been appointed and would be working 1 week in every 5 at SSH.</p> <p>New nurse – Gill Bowerman had been appointed and will be working 2 mornings a week initially. Hours to be reviewed when nurse Alison retires in June.</p> <p>Health Care Assistant – receptionist Denise had expressed an interest in retraining as a Health Care Assistant.</p> <p>GP Hub Care Partners – The Hub (which is operating at 4 primary care sites) is proving to be popular and successful. Nurse appointments had been introduced.</p> <p>Outsourcing Health Care – Eye and hearing problems and pregnancy healthcare were being outsourced to other providers. Surgery to supply further details for publication in next PPG newsletter.</p> <p>Patient Access – Patients currently have only limited access to their clinical notes but can request more. (Patients should contact Karen Whelan). Summarised notes going back 10-15 years are held on line. Prior to that all records were on paper. Notes obtained from previous practices may not be as comprehensive as some patients would like. From 2021 notes from all GP surgeries will be held on one spine. PPG to include information about Patient Access in next Newsletter.</p> <p>EP plans to attend PPG chairs meeting on this subject.</p>	JW CR CR EP
M8 Health Monitor	<ul style="list-style-type: none"> • Funds raised to date = £3458.98 • Location of machine There had been much discussion re location of the monitor which had been giving cause for concern about accuracy and patient access to it. NB: Manufacturers advise that machine should be turned off overnight. JW advised that this is already being done. Noted that current machine is for display/demonstration purposes only so need to confirm a new one will be installed with a guarantee date from the day of installation. Practice will pay £200 per year for annual service thereafter. • Surgery report on trial, accuracy and numbers who have used the machine. JW informed group that usage was November 93 / December 30 / January 58. The trial was considered to be successful and the current position is now satisfactory. The practice will be arranging/paying for permanent electrical installation. 	CR/MR

		ACTION
Review of Terms of Reference	<ul style="list-style-type: none"> Agreed that TOR for St. Stephen's PPG are very long and need to be condensed and more user friendly. NHS England website provides useful recommendations for PPGs. Key Aims – views of patients should be sought for this process. It had been noted that other practices in the area include a PPG member in partner meetings. Also suggested that a member of PPG group could be part of practice meetings perhaps twice a year. Long discussion re appropriateness of this practice particularly with regard to awareness of confidentiality. Agreed to check with other practices to establish whether it would be useful. Fundraising should be a lower priority. Lengthy discussion regarding communicating with patients to circulate newsletter and information regarding activities of the PPG. Currently limited to approx 500 patients who have provided us with their email details. This is small number considering the number of patients registered with St Stephen's practice. What is the best way forward to increase this and still maintain confidentiality? Ongoing dialogue to reach a more successful way forward. MR to circulate draft changes of TOR for members' comments etc. 	<p>PW</p> <p>MR</p>
Ashtead Village Day	<ul style="list-style-type: none"> Unanimous vote not to participate in this event as it is not financially viable. Group to consider an alternative – possible practice information day. Some members have already received offers from organisations to contribute to this. 	
Treasurers Report	<ul style="list-style-type: none"> Amalgamation of accounts – discussion regarding amalgamating the 2 bank accounts. Agreed to keep them until end of the current appeal then amalgamate into one account and change the end of financial year date at the same time. Eric's name and signature need to be removed and BW to be added as signatory. Appeal account statement – current balance is £3458.98 Business account statement – current balance is £732.12 Some way to go to achieve the total needed for the monitor. Books in waiting room are still raising a reasonable amount of money – last figure was £87.47. Agreed still worthwhile small project. Charitable status – see AOB 	MG
Members photos	<ul style="list-style-type: none"> MR to send his photo to SW to complete the display for the noticeboard. 	MR
AOB	<ul style="list-style-type: none"> BW to email EP copies of the minutes for the meetings on 1st and 17th October. Noted that Chris Ranger is not listed as present at the AGM on 31st October. Let these minutes show that Chris Ranger was present at the meeting. Charitable status – brief discussion re merits of applying for charitable status (which would enable us to claim gift aid on our fund raising activities). Idea rejected on grounds it would add too much to our work load. 	BW
Date of next meeting	<ul style="list-style-type: none"> Monday 13th May at St Stephen's Surgery – 1.00 p.m 	
	Signed:	Date: