

**Minutes of the St Stephens' House PPG meeting at the Surgery
1.00 p.m Monday 14th October 2019**

Present	Martin Riddle (MR), Simon Wass (SW) Chris Ranger (CR), Patricia Wiltshire (PW) Margaret Gray (MG) Ian Oxley-Crawford (IO), Lidia Kostuch-Bush (LKB) Barbara Wells (BW) Minutes	
		ACTION
Apologies	Eileen Pullinger	
Minutes	Minutes of meeting 17 th July accepted as correct.	
Matters arising	There were no matters arising.	
Surgery Matters	<p>LKB updated the group on matters that the surgery is currently dealing with.</p> <ul style="list-style-type: none"> • Dr Carroll has resigned and will be leaving shortly. The vacancy is being advertised locally. In the meantime, the practice will be employing 2 locums to cover her clinics until a replacement GP can be appointed, • There have been some changes to the admin staff. JW will be updating the board to reflect the changes when time permits. • The flu jabs for over 65s have been completed but not for the under 65s. This is due to a delay in delivery of the vaccine. Should be completed soon. • Short discussion that practice might consider a return to doing the jabs on a Saturday morning which had been successful previously. To be looked at again for 2020. • There have been problems with electronic prescription ordering at Lloyds pharmacy due to their system going down. This caused difficulties for both practice staff and patients. It is hoped the problem has now been resolved. • LKB also gave a brief overview on matters occurring locally and nationally in the NHS and government generally that will inevitably impact on workloads for GP practices. 	JW
LIVI	<ul style="list-style-type: none"> • This new online GP consultation provider was launched last October. Patients can speak via video link to an experienced GP who can provide medical advice, prescriptions and referrals. • It is hoped that the new App will greatly assist with the ever increasing workload with regard to GP appointments. • There is an audit trail within the programming to ensure security and confidentiality. 	
PPG Terms of Reference	<p>MR referred to the last version of the Terms of Reference which had previously been circulated. Must be ready for sign-off and inclusion in the documents at AGM.</p> <p>A few minor points were raised for discussion and agreement:</p> <ul style="list-style-type: none"> • To include that PPG members should only be on the committee for a maximum of 6 years. BW to provide list of start dates for each current member. • To rotate all member positions. • Minutes of PPG meetings to be put on the practice Website. 	BW JW

		ACTION
AGM & QUIZ NIGHT	<ul style="list-style-type: none"> • Posters have been done and put up in relevant locations locally to advertise • Numbers on tables to be max 6 • Try to discourage “reserving” tables where possible to avoid a repeat of last year. • MR is compiling the questions • Keith Wells is able to do door cover • BW to prepare floats for door and raffle money • Raffle prizes – all to contribute • MG will make 2 cakes for raffle prizes • Surgery to provide tea/coffee – sign for donations • Food Fish and chips from Blue Marlin – EP to liaise Vegetarian Pizza from Fat Bobs – MR to liaise • At date of meeting manning of bar still to be confirmed. MR to finalise by end of month • Try to use recyclable materials where possible e.g paper plates, wooden cutlery 	MR BW ALL MG JW EP MR MR
AUTUMN NEWSLETTER	<p>CR advised that PATIENT ACCESS had provided some particularly useful and relevant articles which he forwards for info where possible. Aim is to do 2 main newsletters per year with monthly updates. CR has received some positive feedback from patients regarding the subjects of these articles.</p> <p>The article about shingles in older patients and vaccinations to be circulated again by CR to committee members.</p>	CR
PPG CHAIRS FORUM UPDATE	<p>MR/EP attended July meeting which was well attended – approx 25 reps. At the meeting in September the number of PPGs attending had fallen significantly to 6. It emerged that 2 PPGs had disbanded through lack of support - no indication of why the others had not attended. There will be some efforts to try and encourage continuation of the Forum. Work in progress.</p>	
TREASURER’S REPORT	<p>MG reported the following figures in the accounts: Business account balance £395 - 39 Appeal account £5 – 00 Book money taken this year £343 -72</p> <p>Accounts will be up to date and available for audit ready for the AGM. Agreed that accounts will be transferred to Santander, Leatherhead. An appointment will be made for all proposed signatories to attend. St Stephen’s House Surgery will be used as the account address.</p>	
AOB	<p>Details of surgery opening hours required for Christmas and the New Year.</p> <p>BW to provide minutes of last year’s AGM for this year’s AGM. Will check content for details of possible auditor.</p> <p>MR mentioned the E-reference group – this will now be discussed at a later date.</p> <p>Margaret Gray announced that she will resign from her position as Treasurer after the AGM but will remain as a committee member. The vacancy will now be mentioned at the AGM.</p>	BW
Next meeting	TBA	
	Signed:	Date: