

Woodingdean Surgery – Patient Participation Group
Tenth Meeting Minutes
17th January 2013
6.30pm – 8.00pm

Attending

Jane Collins Practice Manager (**JC**), Denise Bartup, PPG Secretary (**DB**), Mike Randall, PPG Chair, (**MR**), Jessica Trundle (**JT**) Ruby Beaumont (**RB**), Sandy Johnstone (**SJ**), Ruth Sennett (**RS**), Ken Mills (**KM**), Yvonne Jones, Practice Reception & Admin (**YJ**)
Denise Brown (**DBN**)
Bronne Fielke Summary Care Records Speaker (**BF**)

Apologies

Maureen Doo, Sam Forder, Kayleigh Bartup, Mary Wheeler, Bernice Cummings

Content

Mike opened the meeting and welcomed everyone, with a special welcome to our new member Denise Brown (**DBN**).

The minutes of the last meeting were verified and agreed.

Bronne Fielke our speaker for the evening from the NHS Summary Care Record (SCR) then talked to the group about the SCR scheme and what it means for patients etc. The SCR is being introduced to improve the safety and quality of patient care. At the moment if you decide to have a SCR, (patients can opt in or out of the scheme), it will contain important information about the medicines a patient is taking, allergies they may suffer from and if they have suffered any bad reactions to medicines in the past. There will be strict rules and guidelines laid down about who will have access to your SCR and also about protecting a patients right to confidentiality. At the moment across Bton & Hove 25% of all GP Practices have signed up to the SCR scheme but the NHS would like to see this increase to 40%. Woodingdean Surgery has not signed up to the scheme, but patients of the surgery were asked back in 2009 about their choice of whether to opt in or out of the scheme and their patient record at the surgery would have been marked accordingly, so should the Practice sign up to the scheme at a future date, any patients already having chosen to opt out of the scheme can be assured that their details will not be made available. For more information or to obtain a copy of 'The NHS Care Record Guarantee for England' please go to the website at

www.nhscarerecords.nhs.uk

Mike then took up working through tonight's agenda.

- **Group Business** –
- **PPG Bank Account Update and Fundraising**

- Mary unfortunately couldn't be with us this evening due to a family bereavement but Mike confirmed that the bank account is still growing from the sales of second hand books and the various events the PPG members have attended. It currently stands at a very healthy +£118! So well done to everyone for all their hard work.

- PPG Conference

Mike explained that the final planning meeting for the forthcoming conference had taken place earlier today, and that everything was in place for what we hope will be the first of many conferences! For anyone who has missed the previous information about the

Conference the information is as follows:

We are very excited to announce our first citywide PPG conference. This will be on: 13th February 2013 9.30 am - 4pm (refreshments from 9) At: Brighthelm Auditorium, North Road BN1 1ND

It is open to both PPG members and surgery staff who are involved with their PPG. It is free and refreshments, including a lovely lunch, will be provided. The conference will be opened by the Mayor, Councillor Bill Randall, and Ashley Brooks, the national Patients' Champion, a representative from the National Association of Patient Partnerships, and there will be a panel of senior NHS managers to answer your questions. Of course, we there will be time for you to share ideas, hear what's working well and get support for your PPG.

The conference will run from 9.30am - 4pm, and over lunch there will be information stalls to browse, and chances to chat and share ideas.

To book a place, please contact Tanya Nayyar 01273574779, tanya.nayyar@nhs.net who will confirm your place in early January, after the holidays. Please let us know if you have any special requirements.

If anyone would like to book a place at the conference then please contact Tanya as soon as possible to secure a place.

Work Plan. -

Feedback From Table Top Sale 10th November 2012

MR reported back to the group that the day had been a roaring success both for promoting the PPG and also as a fundraising event. MR has a stock of some 200 books for the surgery secondhand bookstand in his loft at home! It was agreed that some of the books are not suitable for the surgery stand and should be donated to a local charity shop. (MR to action).

Feedback from PPT Network Meeting 5th December 2012

- DB reported that this was the first meeting of the PPG Network and was attended by PPG representatives from 6 PPG's across the Bton & Hove area as well as two representatives from the CCG. During the meeting the role of the network was defined, the terms of reference (TOR) were discussed along with the training needs of PPG members. It was also agreed that there should be some sharing of what works well and what doesn't between the various PPG's. The network membership was discussed as well as the regularity of meetings, which for the time being will be quarterly. If anyone would like to see the minutes of this meeting or to have a look at the TOR then please contact DB who will email them. The date of the next Network meeting is Wednesday 24th April. DB to attend.
- Survey Monkey Update.
- DB explained that the planned Survey Monkey training for PPG members had unfortunately been cancelled and is set to be rearranged after the PPG conference, but as yet no date has been confirmed. It was agreed that in the meantime it might be an idea to use the surgery Survey Monkey account to produce a short email survey of PPG members regarding the PPG meetings, for example their frequency and members choice on a preferred time for meetings. DB to action in the next few weeks. .
- Feedback from Community Engagement Training 13th December 2012 :-
- Unfortunately due to ill health Denise was unable to attend this final training session so Jane attended on her own with the information that both she and Denise had been working on over the previous weeks. Jane explained that as a result of the training a number of leads had been made and avenues opened up to the Group for the forthcoming PPG Health Event.
- Health Event Moving Forward. And Student Volunteer.
- JC addressed the group with her findings from contacts she had made through the PCT about how best to take our event forward. The main points were that the event should be by invitation only and that we should arrange for a mailing company to deal with the invitations on our behalf. They should be 'community' based and not 'clinical' and should have their emphasis on 'Lifestyle Improvement' rather than weight loss or diabetes as a theme. JC said we could have workshops with guest speakers, that Diabetes UK would be happy to offer patients risk assessments. Public Health would be happy to come on board and offer smoking cessation advice. It was also suggested that we might be able to arrange for a local celebrity possibly someone from Brighton & Hove Albion Football Club to join us as an extra draw as they are heavily involved with the local community and are not far away from the Practice. (If anyone has any personal contact with the Albion Football Club, please can they let us know)? JC suggested that it might be an idea for a small sub committee to be formed to take charge for the running and organising of this event. A vote was taken and it was agreed that a sub committee should be formed for this purpose. JC also

suggested that the committee should draft a list of jobs or things to be done to make the event a success and ask PPG members to volunteer for the various jobs. The community centre was suggested as a possible venue for the event although this has still to be agreed.

- IF ANYONE IS INTERESTED IN JOINING THE SUB COMMITTEE PLEASE CAN YOU LET EITHER MYSELF OF JANE KNOW ASAP. WE HOPE TO HAVE THE COMMITTEE IN PLACE SHORTLY AFTER THE NEXT PPG MEETING WITH A VIEW TO HOLDING THE EVENT IN APRIL 2013.
- DB then explained that from wearing another of her many 'hats' she had been made aware of the possibility of the Group being joined by a 'student volunteer' (SV) from the School of Nursing and Midwifery at Sussex University. All the SV's are currently working as nurses or doctors in the NHS whilst studying for a degree or diploma at the University. As part of their course work they are required to volunteer to help with a local community group and the PPG's may well be ideal for this purpose. DB is going to put JC in touch with her contact at the university to hopefully arrange for an SV to join us in time to help with our planned Health Event.
- **Upcoming Training Sessions**
- Meetings training: 23rd January 9.30am – 12.30pm Room 2 Lanchester House, Trafalgar Place. Or 28th January 1pm – 4pm venue as before. Both these sessions are the same and will provide info on how to run meetings, chairing skills, taking minutes and setting agendas etc. To book a place please email Tanya.nayyar@nhs.net or call 01273 574779.

DB & JC are booked to attend '**speaking with confidence**' workshop taking place on Saturday 9th February 2013, from 10.00 - 4.30pm at Friars Walk, Lewes. Lunch and refreshments will also be provided. Organised by Macmillan Cancer and funded by the Sussex Cancer Network.

- **Feedback from the Inaugural Public Meeting of Bton & Hove CCG 15th January 2013.**

MR & DB attended.

The meeting was not conducted as a formal Board meeting, it was split into two parts with the first hour for attendance by members of the public, followed by a private session for two hours of Board meeting business. A full public Board meeting will occur from March onwards. For the hour that we were there the meeting took the form of a presentation looking at the organisation, its membership, ambitions and achievements during this first transitional year. We were also introduced to the new CCG board members, two of whom are Doctors from our Practice. Firstly Dr Christa Beesley, Accountable Officer, and who gave the presentation and Dr Darren Emilianos, Local Member Group GP Lead (East). For a full list of board members and their roles please go the CCG website at <http://www.brightonandhove.nhs.uk/ClinicalCommissioningGroupclinicalleads.asp> Where at a future date minutes of this meeting will also be made available.

- **News from the Practice –**
New Build:

- JC confirmed that there was great news on this front and that finally the lease had been signed! . There will however still be a delay before building commences due to the fact that the Library and Bton & Hove Council of whom they are part wish to allow for a three month 'Judicial Review'. This will give the opportunity for any challenges to the planning permission to be heard before the Library is demolished to prevent the community being left with no Library facility whatsoever, should a challenge be upheld and a further delay affected. JC confirmed however that the developers will make a start on the development on the existing site by preparing the car park area, clearing the site in that area and arranging for the asbestos in the old scout hut to be removed safely.
- **Surgery Survey Findings and Feedback**
 JC reminded the group of the recent surgery survey and in particular referred us to the questions raised in the survey by the PPG. Full details of the survey can be found on the surgery website at http://www.woodingdeansurgery.co.uk/downloads/Woodingdean_Patient_Survey_Report_2012.pdf
 JC also suggested that the survey suggested that some patients were still unaware of the existence of the PPG and that we might like to combine promoting the PPG at the surgery whilst updating patients mobile phone numbers to better make use of the 'Text Reminder' service, which has also been identified as a valuable but under used service. KM then talked about his findings having studied the survey findings in detail and explaining that in some cases the results gave a slightly skewed result. KM suggested that further work was needed to further question and feedback to patients as to how best to facilitate a solution to some of the points raised particularly those points receiving the lowest scores from the survey. JC and YJ are to follow this up. JC also plans to work with RB and JT on ideas to better involve the younger members of our community and to encourage better use of the services available to them at the Practice.

Items for the next agenda –

- **Feedback from PPG Conference 13th February 2013**
- **Summary Care Records Update**
- **Health Promotion Sub Committee Formation.**
- **Health Promotion Event Update.**
- **Survey Monkey Test Survey**
- **News from the practice – new build**

Meeting closed at 8.00pm

***Date of next meeting Wednesday 27th February 2013 6.30pm to 7.30pm @
Woodingdean Surgery***