

The Garden City Practice – Patient Participation Group Meeting 10 – Tuesday 12 May 2015

In attendance: Dr Tina Archdeacon, Shev Smith, David Ball, Janet Gibson, Robert Frost, Tony Baird, Sarah Ellingworth, Suzanne Meenan, Natalie Cox, Martin Norman

Apologies: Tracey Coughlin, Sarah Gaynor and Rupen Shah.

15.21. Welcome

All signed in. No change in membership.

15.22. Minutes of Meeting 10 March 2015

The Minutes of the last meeting were approved and signed.

15.23. Matters arising

Of the actions:

- All working groups are now in place with new members.
- The promotion of the blood pressure machine will be in the newsletter. SE also suggested that someone from PPG helped to show patients how to use this, perhaps at the flu clinics. DB suggested, and it was agreed, that a PPG member might like to sit in the waiting room on a date to be advised, to show people how the machine is used (in addition to flu clinics).
- The virtual group sub-committee had met (details below).
- Constitution sub-committee had also met (details below).
- The amended PPG report has been signed and submitted by SE.
- The name of the carer champion has been sent by DB to SE.

15.24. Declarations of interest

No declarations of interest were declared.

15.25. Project Updates

(a) Healthy Lifestyles

AB reported that he had met with NC and MN. NC had provided some literature, e.g. local slimming clubs/walks for the group to use in their promotion of healthy lifestyles. The group will be meeting again and in the meantime SG had provided some details of the 'Health Pledge Month' at Johns and Kelynack with the idea that this is linked to our healthy lifestyles group. The aim of the Health Pledge Month is that people pledge a month of their life to starting on healthy lifestyles. The PPG sub-group will incorporate this with the other local events such as walking groups and Herts Year of Cycling.

(b) Unplanned Hospital Admissions

SE distributed an action plan on which comprehensive details were given of the progress to date. Examples of the items being looked at are:

- Continued promotion of 111 (it is noted that Garden City Practice is a comparatively low user of this, possible due to the easy access to medical staff at the Practice during surgery hours).
- A focus on the support and identification of carers.
- Patient stories are to be put into the newsletter. DB suggested that this also be highlighted to PCG.

(c) Virtual Group

SM reported that she had met with DB and SS. The sub-group is keen to use all media possible to engage with as many patients as we can for the virtual group. As well as using flyers/posters and word of mouth, it is suggested that we set up a Facebook page. Some discussion was had on the practicalities and issues such as confidentiality. It was also noted of the need not to send out too many requests to a virtual group for ideas/questionnaires. This should be limited to 3-4 per year. Using

such a Facebook page and approach would mean that the invitation to be a virtual member came from the PPG rather than directly from the Practice.
SS reminded the meeting of the need to share documents, for example, minutes and it was agreed that this might be done via DropBox.

(d) Constitutional Group

DB, RS and JG had met to make a start on the governance papers. As the constitution paper needs some time to consider, it was agreed that members would be encouraged to submit their thoughts on the draft (circulated) to DB for him to encompass within an updated version for discussion at the next meeting. DB asked for special attention to section 6 (roles and tenure).

The Code of Conduct was introduced to new members who are happy to sign. The slight change reflects the name of PPG from the original PRG. Those who have already signed this do not need to do so again.

15.26. Any other business

There was no other business to discuss.

SE reminded the group of the Health Fest on Saturday 13 June at which volunteers would be very welcome.

15.27. Dates of future meetings

14 July
8 September
10 November
12 January 2016 (2nd AGM)

And to note, the 2015 HealthFests will be:

Welwyn Garden – 13 June

Hatfield – 12 September

ACTIONS

- **SE to advise dates/times for promotion of blood pressure machine within general clinics (in addition to flu clinics)**
- **Healthy Lifestyle group to meet and discuss Health Pledge Month**
- **Unplanned hospital admissions – continuation of meetings**
- **Virtual group – SM to discuss Facebook page with MN**
- **Code of Conduct – to be amended to reflect Version 3**
- **Members to submit comments on constitution to DB**