

Shotfield Medical Practice Patient Participation Group

Minutes of the meeting held on Weds 1st November 2017 at 4.30pm

In attendance Sarah Kavanagh (Practice Manager) NF (Chair); CL (Vice chair); JG (Minutes Secretary); FS; Dr Munden; KC: RB.

1. Apologies

LJ; YL; DA; CB.

2. Additional items for AoB and review of Agenda

FS reminded the meeting about Friends and Family survey. CL informed the meeting that, if you have an appointment, a request will be received by TEXT to complete the survey. SK to check whether the wording of the text message could be clarified.

3. Minutes of the last meeting and matters arising

The minutes were accepted. Dr Munden is still following through to identify a person with disabilities for the PPG.

KC has raised the promotion of London Sport and Palace for Life at the PRG. CQC were not represented at that PRG.

NF had circulated copies of Wrythe Green newsletter. PPG decided that a newsletter was not appropriate at this time.

KC informed the meeting that the future plans for St Helier had not been decided.

Breastfeeding facilities were discussed. – see below.

4. Election procedure for PPG posts.

NF, CL and JG have offered to stand again. It was agreed that the post of Minutes Secretary be renamed Secretary. YL has agreed to share the role of Secretary with JG. NF invited nominations from PPG members to be received by the end of November with elections to be held at the beginning of the next meeting 10th January 2018.

5. Composition of PPG

SK informed PPG that Claire is currently on long term sick.

CL to approach contacts within the Hindu community for volunteers. KC suggested contacting Mencap and CL agreed to make contact through her drumming group.

NF informed the meeting that FS will be standing down and thanked her for her work and contribution to the PPG. FS will still receive emails from the group for comments and will become the first virtual member of PPG.

6. Sarah's report after survey

PPG approved the report. NF observed that doing the survey in the summer months seemed beneficial and PPG recommended that future surveys were carried out in July.

SK will set up a small working group to help with Jayex display content. KC suggested using the NHS England survey but SK stated that the PPG must be involved an additional annual survey. Dr M and SK thanked PPG for the format of this year's survey.

7. Diabetes project and Practice successes.

Dr M updated the meeting on the progress of the diabetes project and the Palace for Life SWAP (Socialise, Wellbeing and Physical) project. Referrals and classes are due to start soon.

Dr M has been shortlisted for several competitions (PULSE and Diabetes UK.) PPG congratulated Dr M and the Practice on their achievements. Dr M circulated a copy of the draft poster submission for comment.

8. Wellbeing group and Healthy walks update

CL updated the meeting of the last wellbeing day which was a great success, particularly regarding breast screening awareness for the over 70's since they are not automatically called for screening but have to make their own appointments. The new wellbeing website held up to date information and the calendar can be downloaded. The next wellbeing day will be in April 2018. These are also ideal opportunities for local agencies to network. New compact mobility scooters are now available locally from the supplier in Stafford Road. NF updated the meeting on the progress with Healthy Walks. Approx 50 participants are registered with a regular attendance of 18-20 of all abilities. The walk is split into 3 groups, fast, medium and improvers so that each participant can walk at a pace comfortable for them. Sponsorship from Wandle Active will continue until Dec 2018. Currently 12 walk leaders have been trained. The programme has been extended to include 1 longer walk per month. NF has proposed writing a simple instruction manual (in due course) for other doctors' PPGs.

9. New Volunteers

SK had sent letters to 30 volunteers arising from the annual survey with only one response. It was agreed to develop the virtual PPG over time and utilization of volunteers should be project led. NF to contact any PPG members who find it hard to attend meetings to see if they would like to become virtual members.

10. Cycling and other activities

CL suggested using the Wellbeing website to advertise new activities with PPG webpage being used for more topical subjects. Other less formal articles could be posted on Facebook. NF asked PPG members to review PPG webpage on the SMP site and pass comments to her.

11 and 12 Use of Foyer and Breastfeeding facilities

FS suggested a chair should be in the breastfeeding area. SK said a chair had been put in there and she will investigate. CL suggested a privacy screen could be put in the main foyer but mothers should still be able to see the monitors. SK explained that there would need to be a full building consent before changes of use for the foyer could be implemented. One possibility could be a pull down screen.

One section of the foyer will be used to interview patients for enrolment to the Palace of Life programme which will last for 12 weeks. This area could possibly be used in the future for other information such as Diabetes UK but all of this will need to be discussed at the tenants meeting.

13. PRG Update

KC updated the meeting. CCG are still working on plans for the local community and rationalizing methods of working across SW London. Blood taking facilities at St Helier are going to be relocated close to the car park. He also updated the meeting on CCG budgets.

The new Robin Hood Centre is still going to include an X-ray facility and he has questioned why this is needed. SK informed the meeting that the 7 CCG's are moving towards central procurement.

14 AoB

CL will forward to NF an email she has received inviting volunteers for a Sutton Health and Care Programme Advisory Group – NF will circulate (done)

15. Date of next meeting

Wednesday 10th January at 4.30pm.