**SOVEREIGN PRACTICE PPG**

 **MINUTES OF THE FULL GROUP MEETING**

**Held at Princes Park Health Centre**

**On 14th January 2020 at 10.00**

**Present**: P Palmer (Chair), R Dine (Vice Chair), E Laye, M Mottram, K Ogden, J Hardy,

Rosann Miller, Gwladys Mabb, Jean Addington, Trevor Craske, Pam Gibbs

**Apologies**: J Moffat, P Veal, Su Chell

1. **The Minutes** of the last meeting in December 2019 were agreed and signed.
2. **Matters Arising.** None.
3. **Meeting Room**

Patricia informed the committee that, due to the Horder Centre using the downstairs meeting room for physiotherapy, our future monthly meetings were to be held in the room allocated on the first floor and we had to ensure that the connecting door was always closed so other nearby offices were not disturbed. It is a tight squeeze but is the only room available to us. She also said that the Drop-ins would have to change to a Tuesday and Jackie has booked the room for Tuesday 17th March drop-in and Patricia is trying to get days for the other drop-ins because the downstairs room is needed for these. Roger suggested this be discussed next month and it was AGREED.

1. **AGM details**

 Roger read Article 3, Section 1 of the Constitution which says that there should be 10 members, including 4 officers and Patricia suggested this be amended to remove the number 10 because we need a large number of members to cover the work of the Committee. This was proposed by Keith and seconded by Roger and was unanimously AGREED.

 The AGM will take place at 10.00am on Tuesday, 10th March and Roger will speak with Jackie and Dee to find out where it can be held. We really need it to be downstairs. Patricia said Notice of the meeting will be going up today after the meeting. It will be put on the notice board along with the proposal form. It was also noted that surgery staff/GP rep had not attended the last couple of meetings

 It was also suggested Keith be the new Vice Chair when Patricia steps down. It was unanimously AGREED. Keith asked for how long this is for and Roger said that the constitution said elected members should serve 3 years. Roger said he would be Chairman as long as the committee wanted.

 It was also agreed that there was no need for a pre-AGM meeting.

 The four Management Team members to be proposed at the AGM are:

 Roger – Chair

 Keith Vice-Chair

 Ellen – Treasurer

 Monica – Secretary

This is subject to any other nominations being submitted by the closing date.

1. **Monthly info. table**

It had been suggested one, maybe two, member(s) of the committee sit at a table in reception once per month to help patients with information they might want. Rosann was asked if she would consider monitoring an electronic form of questions and she said it would be worth a 3-month trial. Patricia mentioned that Su had a regular appointment on a Tuesday and until further notice her apologies are noted but she does help with the drop-ins and Patricia is going to speak with her.

It was also suggested that an information table was a good idea and a notice could be put on the notice board. Roger suggested we talk to Graham Willoughby about this. Patricia agreed to contact him. Nobody was against the idea. It was also suggested that a trial of a table by the door should start at the March Drop-In All Agreed.

Roger also suggested this be put in the Newsletter.

1. **Next Drop-In (PG/JA)**

Jean and Pam reported/suggested? contacting places such as sheltered housing by leaving leaflets. They were also suggesting a way of helping people who were lonely and wanted to stay in their own homes (STEPS). Roger said that the younger generation might find it difficult due to other commitments.

Patricia had contacted the College last year because Dee said the surgery could give some sort of certificate towards students studying health and social care. This is now being investigated. And we need to contact them again.

1. **Newsletter (EL)**

Patricia thanked Ellen for all her hard work on the Newsletter.

Ellen said she needed something from Rosann about the Fire service for inclusion in the newsletter.

DNAs. – Roger suggested the figures for DNAs and cancellations could also be published in the newsletter. John and Roger discussed what figures needed to be shown and Roger showed the committee the number of DNAs during the year with the cost to the NHS.

It was noted that the questionnaires which had been filled in last month were still in the box. However, John has now passed them to a member of staff.

1. **PPG visits/steering group/social prescribing updates**

 John gave a report on the visits he and Keith had made to various other surgery PPGs. He also said that Kelly Flynn, the Practice Manager of Park Practice asked if her PPG could attend one of our meetings and it was unanimously AGREED.

 Regarding the Steering Group John is to meet Carla Hawkins. He also mentioned that maybe e-mails could be sent round to surgeries asking if anyone would like to attend. This was AGREED.

 The matter of who would be our Digital Champion nominee was discussed and Roger said his name had been put forward.

1. **MP visit (TC)**

 Trevor said he had met Caroline Ansell (Eastbourne MP) at a Christmas Fair and mentioned our group would like her to talk with them and it was AGREED that she be invited to a Drop-in rather than a meeting. Regarding Drop-ins Patricia said consideration might have to be given to bringing forward the 15th September Drop-in to a date in August to accommodate Caroline Ansell’s diary and suggested any Tuesday in August. Pam and Jean will talk to Jacky about this and then get back to Trevor to contact Caroline.

1. **AOB**

 Rosann said her contract had been extended to the end of March and it was AGREED that she attends the PPG meeting as and when she can.

 There being no further business the meeting closed at 11.25

 The date of the next meeting is Tuesday, 11th February 2020, at 10.00 in the room on First Floor.

Signed…………***Patricia Palmer***……………………..

Date…………11 February 2020…………………………