**SOVEREIGN PRACTICE PPG**

 **MINUTES OF THE FULL GROUP MEETING**

**Held at Princes Park Health Centre**

**On 10th December 2019 at 10.00**

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

J Moffatt, Dee Spencer ,P Veal, Su Chell, Gwladys Mabb, Jean Addington, Trevor Craske, Shirley Silversides, Pam

Apologies: Rosann Miller, Dr K Norwood

Absent:Shirley Silversides,(Virtual Committee)

1. **The Minutes** of the last meeting in November 2019 were agreed and signed.
2. **Matters Arising.** None.
3. **Presentation of Survey results**

Roger said regarding the report, we cannot tell patients what we have done and when we can do something about it. Graham verbally said he is happy with the content of the report but there is no staff available to deal with this. Roger said unless anybody else has any observations he proposes to circulate the report through the usual channels . However, as and when the situation changes and we are in a better position we can look to see if anything further can be done. With Graham’s approval it can be published in the next newsletter in February. This was AGREED.

1. **Social Prescribing**

It was mentioned that we were still no further in getting Carla Hawkins to come here to host a meeting about the way forward.

 Patricia said we should be really proud of ourselves In this PPG because our drop-ins are reaching more agencies who want to be involved. She asked if it would be a good idea to have sign-posting information with a couple of members in the waiting area once a month to find out patient requirements and get back to us. John said he had gone to the Bridgeside meeting. Patricia said she had sent an e-mail on 21st August to Carla Hawkins but to date had received nothing back. John gave the e-mail address. Antonia Bennett said she had caught up with Carla Hawkins last week and there is a possibility she has to do a report on 14th December. John also mentioned Caroline Castle of Community Connections was going to present on social prescribing in Hailsham and he could ask her then if she would do this for us. The next Group meeting was on 9th January and we need to see if she turns up then. John will bring result to the meeting on 14th. The question was asked as to why we could not proceed ourselves and attempt to see I we can improve the system. John said he will speak to her; however nothing can be done until January and he will report to us and we can then make a decision. Can we have a speaker for the January meeting? John will find out and the group can make a definite decision in January.

 Dee asked how closely we work with our PCN and Patricia said very closely and they try to get people from other PPGs.

 Jacky had been trained on this and said she would e-mail Patricia about our way forward in this.

1. **PPG Visits**

John had a meeting with the Chairman of Green Street who have amalgamated with Enys Road. He said he spoke with Penny Briggs of Lighthouse who are tied up with confidentiality.

He has spoken with Southdown Housing regarding their problems.

The Polegate surgery was now under pressure arising from the closure of the Willingdon Surgery..

Seaford – Richard West has invited John and Keith to go there shortly. They have some 30,000 patients in this practice.

The Harbour. Has meeting on 9th and he is hopeful of meeting the new Co Chairman.

1. **PPG Awareness**

Patricia Showed the 2020 Planner which shows the PPG National Awareness Week beginning 21st June 2020. She has now heard from Edith Todd that Awareness Week will be the first week of June 2020. Jacky will let us know dates free for us to hold a two day Drop-in event.

Our normal monthly meeting remains on 9th June.

1. **December Drop-in**

 John suggested St Wilfrid’s could come to it.

 Jacky needs to know how many tables to set out. Patricia said we need 15 tables max. with maybe 4 set outside in the back area of the surgery. Jacky is also organising decaf coffee and tea and sweeteners for people with differing tastes in refreshment.

 Pam and Jean are interested in arranging the March drop-in and Patricia has said she will show them what she does. She will step back but happy to help if required.

Roger asked if there would be any contact forms for the forthcoming Drop-in? There was also a request for more newsletters.

It was noted that Pat V was taking over the cupboard and Jacky said that the people who used to use the room don’t do so now so it should be easier to control PPG things.

**Everyone involved has agreed to meet up at 4.00 on Monday to set up the room ready for Tuesday.**

1. **AOB**

Patricia has asked Roger to step up as Chairman and he has said if he does it can only be for one year because he has been on the Committee as Vice Chair for two years and can only serve for three years.

With Patricia leaving that leaves one person short on the Committee

And Patricia suggested co-opting Pam on to the committee until March and if she wants to step down then it is ok but if she wants to stay then she can be voted on to the committee. ALL AGREED.

Patricia said that anyone can put themselves forward for committee or Officer roles, but they have to do it before February 2020 meeting in order that the name can go forward to the AGM in March. The Nominations for Chair and Vice-Chair are required.

It was also agreed that details for the AGM be discussed at the January meeting. The date for the AGM will be 10th March at 10.00.

Jacky explained why there was a shortage of locums regarding the loss of two doctors due to illness and resignation. This follows on from the discussion with Graham last month.

It was also mentioned that speaking to Pharmacists regarding certain ailments did not work well because patients do not want to pay for something they can get free on a prescription – which means an appointment with a doctor.

Roger mentioned he could not access the details of the “did not attend” on the surgery screen. Jacky said the best time for him to drop in to the surgery and do this would be about 1.00.

**Digital Champion.** Patricia said that the PPG could get up to £500 grant towardsequipment such as a laptop to show patients how to go on-line etc. Nominations must be in by 17th January**.**

It was suggested that Roger be nominated and he said that if he was Digital Champion, he would need some help and Trevor said he was willing to help out.

 There being no further business the meeting closed at 11.10

 The date of the next meeting is Tuesday, 14th January 2020, at 10.00

Signed……………***P M Palmer*** ………………………………………..

Date……………14 January 2020………………………………………..…