**SOVEREIGN PRACTICE PPG**

 **MINUTES OF THE FULL GROUP MEETING**

**Held at Princes Park Health Centre**

**On 8th October 2019 at 10.00**

Present: Patricia Palmer (Chair), Roger Dine (Vice Chair), Ellen Laye, Keith Ogden, John Hardy, Jean Addington, Karen Norwood, Patricia Veal,

Apologies: M Mottram, Trevor Craske, Gwladys Mabb, Rosann Miller, Jackie Moffatt, Su Chell

1. The **Minutes** of the last meeting in Sept 2019 were agreed and signed. Proposed by RD, seconded by EL.
2. **Matters Arising.** None.
3. **MacMillan Coffee Event.** The event raised a total of £130 for the charity and many thanks were given by Patricia to Ellen and all other volunteers in organising this event. It was noted that there was very little assistance with the morning session in particular and Patricia Re iterated that all volunteers should advise if they are unable to attend any event they have previously stated they could attend. It was agreed that next years event would be a morning session only.
4. **Drop-in**: Patricia advised there had been negative feedback from one of the attending group in regards to the use of the meeting room and had received a suggestion that use of part of the reception area would be less intimidating for patients. Patricia took an action to speak to Jackie in respect of this for future sessions, she also advised December drop in session would have staggered times for volunteers to reduce the onus on individuals. Next Drop in session Tuesday 17th December 2109.
5. Flu Sessions 5th & 12 October 2019. The session on 5th October was oversubscribed and resulted in some patients being unable to receive their vaccinations.
6. Dr Pope is in hospital and Patricia took and action to send an Email to Jackie with the best wishes of all members of the PPG and our hope for a speedy recovery. **Action P Palmer**
7. **PPG Visits** John provided handouts from each of his and Keith’s recent meetings with the Arlington Road PPG, Bridgeside Surgery & Herstmonceaux Health Centre. It was noted that a number of these PPGs meet every 2 or 3 months and after a discussion with committee members it was agreed by all present to continue with monthly meetings for this group. There was a brief discussion on the subject of Did Not attend (DNA) statistics and how other groups handle this via letters and de registration and Karen advised education of patients as an alternative approach and took an action to review communication methods generally as current methods are not always deemed effective. **Action K Norwood. It** was noted more DNAs are seen by nursing staff rather than doctors and our stats currently do not reflect this differential. Roger to provide consolidated regional DNA stats as provided by N Campbell to whole group for review. **Action R Dine.** Ellen thanked John and Keith for detailed reports and feedback on their PPG visits. The reports from Polegate visit were not included in this meeting and should be added as an agenda item for the November meeting. **Action P Palmer.** A meeting is scheduled with the Harbour practice for the 15th October and an invitation to Manor Park PPG to attend our Jan 2020 is to be issued. **Action P Palmer**
8. **Social Prescribing.** Patricia gave a brief overview of the Social Prescribing network as supported by her earlier Email handouts. Patricia to liaise with G Willoughby in regards to setting up a workshop with the regional project manager to include other PCN PPG representatives. All committee members are encouraged to attend this workshop for information purposes. **Action P Palmer**
9. **Survey Results.** Roger discussed the survey results based on previous information as provided via e-mail. After a discussion regarding the time and effort involved in presenting the results to practice partners last year it was agreed that a presentation of a subset of the results would initially be presented to Jackie, Karen, Graham & Lead Nurse Tracey at the November meeting. Roger to provide a discussion document to all members in advance of this meeting for feedback and comments **Action R Dine.**
10. **AOB.**

 Patricia thanked Jean on behalf of the group for taking minutes in the absence of Monica.

Name badges still outstanding for new committee members

There being no further business the meeting closed at.11.50

The date of the next meeting is Tuesday, 12th November at 10.00

Signed………………***Patricia Palmer (Chair )***……………………………………..

Date………………***12 November 2019***……………………………………..…