**SOVEREIGN PRACTICE PPG**

**MINUTES**

**Of the Full Group Meeting**

**Held at Princes Park Health Centre**

**On 8th January 2019**

Present: P Palmer (chair), R Dine, K Ogden, G Townsend, B Hatcher, J Hardy, P Veal, S Chell, R Miller, D Spencer, J Moffatt, Dr K Norwood, J Ranger.

Apologies: E Laye

1. The Minutes of the last meeting were agreed and signed.
2. Matters arising – None.
3. Constitution – PP went through several amendments to the Constitution document;
* Date will be at the top (March 2019)
* The closing statement will read that *“This Sovereign Practice PPG document was established and adopted by General Vote at their AGM on 11th March 2019 and replaces any prior constitution document provided by the PPG.”*
* Article 3 – Membership – section 1; *All Patients of Sovereign PPG are represented by the Full Group of 10 patients (including the four officers – Chair, Vice Chair, Secretary and Treasurer)* section 2: Replace final sentence with *the three documents form core of the Constitution.* BH suggested adding a couple of extra sub-headings to Article 2 – Purpose to include informing patients of services available and providing communication between Practice and PPG but PP stated that would be too much information and the wording *“The purpose of the Sovereign Practice PPG shall be to liaise between…”* would be enough as that includes surveys, presentations etc. KO and GT said monitoring was already done in surveys. RD suggested not asking too much too often from the patients – maybe two surveys a year is enough? One by assisting PPHC with theirs and one by PPG. BH said all surveys must have a purpose. All agreed to two surveys a year.
* Everyone agreed no further amendments and the Constitution could go forward to the AGM.

 PP suggested that serving for 3 years on the PPG was less daunting than 5 years but hoped members would stay on after 3 years. Advised that members have to be re-elected annually and hopes that everyone will wish to carry on in the same roles and continue being part of the PPG. A Selection of Officers Notice was handed round at the end of the meeting for all members to sign and this will be put up on the noticeboard. PP advised that everyone is eligible to stand for a different role and this would simply need to be seconded and then a vote passed. If there was no opposition, members would automatically be re-elected. Everyone agreed that they wished to stand again for another term. BH was concerned he would have to step down after 3 years but this is not the case. RD said that as long as every member agrees to the Terms and Conditions of the PPG that membership can simply roll over. PP will post details of the Selection of Officers Notice on the noticeboard in reception so that any non-member patient of the PPG can also put their name down. This notice will go up soon (this week) and taken down at the end of January as names etc. need to be collated before the next PPG meeting in February. RD Any non-member patients would need to be checked and approved and then agree to the Terms of Reference.

RD Informed group that the AGM is on Tuesday 12th March from 12.15 with a 12.30 start, and will be held in the downstairs meeting room. This will be advertised on the screen, posters, Facebook, front door and the website. Every patient is entitled to attend the AGM. KO expressed concern that with 15K+ patients the room may not be big enough as unsure of how many patients will want to come. RD said he thinks we will be OK and we will only know on the day. JH wanted update on patients who have expressed an interest in becoming members but have not yet been processed. GT said he had not had responses back from correspondence. PP said she will contact Linda Jenkins again.

For the AGM, the chairs are to be laid out in a horseshoe-style so that it is a welcoming environment for patients and members alike. PV asked if a note could be passed around the waiting room inviting new members. RD said not needed at moment as at capacity but would be useful in future when GT leaves. KO asked it PP would do report following AGM. PP confirmed. KO asked if the Treasurer would need to do a report? DS said there was only about £50 expenditure but wasn’t sure and would find out. RD didn’t think it was necessary but would ask EL to confirm how much money had been spent. PP said there was no need to add extra admin to workload.

1. 2019 Programme

JH confirmed the Awareness Campaign is around first week of June 2019. PP said last year we had the room for a week and maybe a full week was too much as other surgeries only did 1 day? General discussion about days. DS said that busiest days were historically Monday, Tuesday and Wednesday although JM thought Fridays busier than Wednesdays. Everyone agreed that we would hold it over 3 days and not 5 – Monday, Tuesday and Friday. KO suggested leaving any leaflets / forms for patients to collect up in the days in-between for collection on the Friday. PP said to raise flu awareness for the practice.

PP talked about the opportunity to hold monthly sessions for patients to attend to discuss various health matters. RD said need this to be considered carefully as to what subjects and who presents. PP Talked about publicising this in a leaflet in addition to the PPG Newsletter and in this leaflet to invite patients to monthly meetings / AGM and to give DNA figures. JH stressed the importance of everyone knowing what is happening – staff, PPG, patients etc. PP said editorial team could do report and KO suggested this being done and brought to the AGM. RM asked if we were still continuing with 4 newsletters a year. This was confirmed and that the information leaflet would be in addition to the newsletters. PP asked what health matters would be discussed at the monthly meetings? Dee suggested obesity, smoking, diabetes and then also mental health was suggested. JM proposed liaising with Tracey Marsden to see if she would be happy to talk on these matters and also inviting One You in time. General discussion also suggested elderly population, pain management and loneliness. General opinion was to start off with one session and then take the feedback to the next PPG meeting to plan future sessions. PP said one subject per session, approximately 20 minute duration for the talk and then possibly other clinicians to talk to patients afterwards if available. PP said the framework of these would be help in the main waiting room and JH/DS suggested we could be an Information Surgery. PP said we would need 2 members of the PPG to attend these monthly sessions. It was decided that holding them in the morning would be better and probably changing the day each month to enable flexibility for more patients to attend; DS suggested maybe holding 2 sessions in the same morning. General discussion and it was agreed that the initial meeting will be on Friday 8th February in the main waiting room. PP will email Tracey Marsden to see what subject and arrange timings etc around her workload. PP agreed these sessions will be called PPG Health Awareness Sessions. RM said that the feedback from this first session would be presented at the next PPG meeting where forward planning could be discussed. PP, RD, BH, JH and PV put themselves forward for the first meeting.

1. AOB

Awareness week will be first week of June. PP to organise March Health Awareness Session at February PPG meeting. PP to ask Tracey about attending sessions and what subjects she is happy to discuss. JM asked if there will be further coffee mornings. RD said that if the first meeting works then coffee mornings could be considered for general conversation. BH expressed concern about patients asking questions PPG members would not be able to answer; advised to pass these enquiries to members of PPHC staff to action. Also mentioned that in Brighton there is a loneliness organisation – this may be considered later in the year. PP asked RM if she was able to stay as member. RM agreed but may not be able to attend every meeting; happy to continue to do newsletter. Everyone agreed to this.

PP said that someone had come forward as interested in the secretary vacancy. She will be interviewed by the Management Team and engaged by them if they feel she is suitable. JR to continue in interim period.

SC read out cutting from Daily Mail which led to discussion about writing to patients who DNA appointments and informing them of the associated cost to the NHS. KCN said this was virtually impossible to implement as some patients genuinely forget to attend appointments; she thought a realistic figure though was 1 in 10 DNA. RD showed group a DNA poster he had created which will be tweaked and put on the screen, Facebook and PPHC website for patients to see. PP asked for the figures to also go in the leaflet. JM confirmed that patients can always ring to cancel, go online or text. JH said that both he and KO were going to attend Park Practice’s PPG and will feedback to the February PPG meeting; they will be looking at Seaside Medical Practice later in the year.

PP said the next PPG Forum will be on Tuesday 12th February at James West Community Centre in Hailsham and that JH and PV will be attending again for continuity.

The Selection of Officers Notice was handed round for members to sign.

The next meeting will be held on Tuesday 12th February at 10:00am

There being no other business, the meeting closed at 11:30am

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

Date……………………………………***12 February 2019***………………….