

Dukinfield Medical Practice

PPG Meeting Minutes – 3rd December 2019 @6:30pm

Venue: Concord Way Meeting Room

Those Present: Amritlal Mistry, Ben Wragge, Brian Malpas, Chris Eckersall, Geoff Hill (*Acting Secretary*), Gillian Eckersall, Joan Drummond, Joyce Jones, Julie Pregnall (*Acting Chair*), Kathryn Ratcliffe, Keith Haresceugh, Marion Higgins, Paul Whitworth, Sheila Frith (*Note taker*), Sue Hough, Terence Thorpe

Apologies: Cath Clayton, Caron Richardson, Jennifer Bates, Ann Wright, Tracey Hersceugh, Susan Allen

Julie Pregnall welcomed everyone to the meeting. All attendees introduced themselves along with a brief profile. For this meeting only, Julie took the Chair. She gave a short background to recent events and issues relating to the PPG and stressed the need for nominees for the post of Chairman in the upcoming Annual General Meeting. She particularly highlighted that a PPG is a patient-led forum and clinical staff are there by invitation, to interact and participate but not to lead. Documents relating to a draft Constitution, suggested activities and projects etc. were distributed.

AGENDA

1 What do we want from the meeting and the PPG

Timing of meetings is a significant issue. No matter what time - evening or during the day - some people will be excluded for a whole range of reasons. Where meetings are held is also largely determined by the timing. To date, meetings have generally been held every two months on Tuesday afternoons at St. John's Church Centre. That venue would not be available on the same basis if the meetings were in the evening. Using the meeting room at Concord Way is possible on occasion, but the room has its limitations, e.g. it's on the first floor. A vote showed in favour of alternating meetings between day and evening, to be held monthly. There was also agreement that, should additional time be needed to complete, e.g. a project, then further time should be allocated. Tuesdays still seemed to be the most suitable day for meetings.

2 The Constitution

The document was discussed, and the following items were suggested for inclusion:

- Starting and finishing to time
- Ground rules relating to appropriate behaviour and possible consequences. It was suggested that a similar code had been agreed with the Health Champions of DMP, which could be adapted for this purpose. Penalties could range from being asked to leave to not attending future meetings.

It was agreed that these suggestions be incorporated into the draft Constitution which would then be reissued.

Action: Geoff

3. Projects and Activities

- Geoff felt that a newsletter was an important tool for getting information out and keeping in touch with the wider patient population. Brian Malpas offered to do these quarterly with support from other individuals/groups to feed information through. Geoff said he would look out some examples in time for the next meeting. Sheila was asked to find out relevant dates and campaigns that could be included such as national and local events recognising charities or causes. Initially, this would cover Jan-Mar 2020 and be forwarded to Geoff. It was further suggested that the Health Champions' work could link in with a PPG Newsletter.

Action: Geoff and Sheila

- Other ideas were put forward for activities, including the practice gathering information from patients via a questionnaire. This would give DMP vital information. There were volunteers to do this with patients in the waiting room and they should contact Geoff with their names and when they're available so that he can pass this onto Julie.

Action: Joyce, Marian, Kath, Geoff

- The possibility of running a Tai Chi group was discussed. Although this would be a desirable addition, there were some difficulties which made it not entirely straightforward. A practitioner is available, but suitable rooms, cost etc. would be issues to be resolved. There were various suggestions regarding possible venues and Julie said that it was hoped that funds could be attracted to convert the current garage at the Concord Way site into a suitable space for activities. It was agreed that this activity should be viewed as desirable and to be aimed for in due course.

4 Practice Feedback

Julie explained the importance of a representative from the Practice attending PPG meetings. It's an opportunity to link in and to inform and advise the patient forum of staff changes, developments etc. She reported that Dr Ali was currently not practising as a GP. Two new GPs had been recruited to cover those vacant sessions: Drs Rachel Williams and Antonia Richman. However, there are still four sessions awaiting recruitment. Dr Tom Sim is also currently working at DMP and will be with the Practice until August 2020. Two ST2s, Drs Quinn and Hardiman, will each work 6 months. These posts are GPs in their final stages of training. When patients see these doctors, appointments are longer to allow for fuller history taking. A new full time receptionist has been appointed. Dr Dowling is making a good recovery and it is hoped he will be back in the Practice some time in January.

5 Date of Next Meeting - AGM and Nominations and Appointment of Officers

Every Practice has to have a PPG and we'd hope that this one can be an active and fully functional group which is representative of the patient population. The date of the AGM needs to be communicated to all patients affording them the opportunity to attend, nominate or stand as officers. The suggested date was Tuesday 21 January 2020 at 6.30 pm at St John's Church Centre, Dukinfield. Geoff agreed to contact the church to make the arrangements. Julie said that funds would be available to meet any necessary room hire cost.

Action: Geoff

6 Any Other Business

It was agreed that although this would be a standing item on the agenda for future meetings, any items raised would not be discussed on that occasion, but be taken forward as agenda items for the next meeting.

Julie offered to do a presentation on how modern GP surgeries operate within the NHS, how services are commissioned etc.