

## **ARGYLE PRACTICE PATIENT PARTICIPATION GROUP**

### **MINUTES OF MEETING HELD ON WEDNESDAY September 9<sup>th</sup>. 2015**

#### **ATTENDEES:**

Dennis Evans (Chair), Jane McNaughton (Sec), Rose Blackburn, Juliet Goldsworthy (Practice Manager), Chris Taylor, Jenny Nicholas.

Chair welcomed to the meeting –Alison Clement and Amanda Davies from Breast Screen Wales and Natalie Lang from Communities First.

#### **APOLOGIES:**

Maureen Sutton, Margaret Murton, Eva Laugharne, Dr. Bury, Hayley Blyth (Health Board), Eric Mathias, Chris Jones (CHC)

#### **Accept Minutes:**

The minutes of the meeting held on Wednesday July 1st. 2015 were accepted as a true and accurate account of the meeting.

Chair opened the meeting by introducing Alison and Amanda to the meeting. They represent Breast Screen Wales. They stated that the mobile will be here the 2<sup>nd</sup> week in January 2016. They wanted to know if the PPG had any idea of locations for the screening van as they need electric hook-up instead of using the generator. They checked with Tesco and Valero for sponsorship but they do not sponsor things funded by NHS. They will check with ASDA as they are community oriented. JM suggested they contact the PDTC to apply for a grant to help with the cost of placing electric set-up. They are willing to come back to do presentation on other services they offer.

Action: JG to get back to them by end of next week. JM put on Agenda for next meeting to discuss date of presentation.

#### **Matters Arising:**

- (a) Choose Well Campaign – JG will present to GP's and then send comments to JM.

#### **St. Oswald's appointments – patient concerns (JG)**

Updated by JG. She stated that concerns were raised by the Chair. JG explained that the surgery is short of two doctors so there isn't enough coverage to have St Oswald's open all day 5 days a week. For safety reasons it was felt that St. Oswald's needed to be closed in the afternoons. After six months there will be a review of the situation to see if hours can return to normal. There will still be the same number of appointments just a different location.

**Forward Booking Appointments and NO Shows:**

JG informed the meeting that they are looking into introducing computer booking appointments. JG to keep the committee updated on progress. It was agreed that this would go a long way in reducing the number of phone calls at the start of each day.

**MacMillan campaign**

A date of Thursday September 24th, 2015 was chosen for the Macmillan Bake sale. Anthony Lorton (MacMillan Information officer) and Owen Duggan (Benefit Officer) were invited to attend and set up an Information and meet with patients to answer questions. The surgery staff as well as PPG members agreed to help bake and sell cakes.

**Flu Injection Campaign:**

It was agreed that the PPG would do whatever they can help get the word out about the importance of flu jabs. HB to provide more information.

**Chris Taylor concerns:**

1. New prescription forms – JG gave update on form
2. MIU – JG explained that patients would be seen, may not be straight away depends on the emergency. However the type of emergency would determine the reaction time.
3. Attendance at PPG meetings – attendance sheets to be signed.

**Communities First:** Natalie gave a brief introduction to her job role and it was agreed that a fuller account of Communities First Activities would feature as an agenda item at the next meeting.

**Date for next meeting:**

Monday 9th. November 2015 at 5 pm at the surgery.