

LIME TREE SURGERY PATIENT PARTICIPATION GROUP

Minutes of Meeting on: Monday 23rd July 2018

Attendees: KY (Chairperson), CBU (Vice Chairperson), DK (Secretary), SD (Charity Treasurer), PL (Walking Group), CL-R (Keep Fit), Dr DH (Point of contact for the practice), AMcH (Assistant Practice Manager), CB, JB, DD (Charity Trustee), FB, MG, JH, JHAY, RHAY, BH, DH, DP, AS, SS, and New Member: JOB.

Apologies: PR (Business Manager for Lime Tree Surgery), TB (Communications), DM, LW, BW.

| Item | Detail | Action |
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| 1.0 | <p>KY welcomed new members to the group and thanked everyone who contributed to the Action Plan at the AGM. Several of these issues were taken on by AMcH ie the stuffiness of Waiting Room 2, drinking water signs and contacting the council re: tree outside practice needing pruning.</p> <p>KY informed the group of the renovations that have taken place at Durrington Practice and the hope of linking up with the Findon group. He informed us of a new Facility Manager at Durrington who is open to new ideas from the practice and PPGs, KY and PR will be liaising with the new Manager. KY informed us there was a need of new chairs at Durrington and following a discussion with the group it was agreed to contribute £300-00 towards the cost of the chairs as long as an equivalent amount was paid by other surgeries using Durrington. The final amount needs to be confirmed with an invoice. SD, the Treasurer, backed the contribution from charity funds.</p> <p>KY discussed the possibility of a PPG link up with other local practices to prevent duplication of work taken on by said groups. Also the possibility of posting details on line and the need of space for notice boards and leaflet holders within the practice for PPG news, information and future meetings.</p> | KY, PR, AMcH. |

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| 2.0 | <p>Dr David Hewitt gave feedback on the successful walk to celebrate the 70th anniversary of the NHS, 32 people joined the walk on the Downs and thankfully there was no injuries incurred! Paula has given access to photos which we hope will be able to be used on Findon Valley Residents Assoc. website, Jim Booth will ask for permission to do so. The walk highlighted the need for more Lead Walkers and gained interest from 5-6 other people to join the PPG and/or the walking group.</p> | JB |
| 3.0 | <p>CL-R is making good headway with the commencement of the Well Being project with the start of the Fitness Group, 1st session arranged for Thursday 3rd September in the Findon Valley Church Hall, 3-30 to 4-30pm. Posters are being displayed and volunteers offered to help with display others. A suggestion was made of £3-00/session with a possibility of the first session being free and covered by charity funds.</p> <p>The Fitness group will be open to Over 50s and there was a discussion about the financing of the group, the process of payment for the instructor and the room rental. CL-R and SD to liaise and decide whether the first session will be free. It was agreed there will be a 6 week run to assess the situation, the number of people attending and confirm the maximum number able to attend.</p> <p>There was a suggestion of a Loyalty card...6 sessions and then 1 free. Any new information will need to be added to posters and a suggestion was made for the possibility of a small leaflet to be handed out to patients to inform them of the new Fitness classes. CL-R also enquired if the Fitness Class could be advertised on the Surgery LED display. AMcH will make inquiries.</p> <p>KY mentioned that Worthing and Adur Services also run “Well Being” activity groups and courses which HH had been looking into. KY will contact and forward any more information.</p> | <p>CL-R,</p> <p>CL-R and SD</p> <p>CL-R and SD</p> <p>KY.</p> |

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| 4.0 | <p>PL discussed ongoing work to start a walking group, he had been in contact with the Ramblers/Macmillan Walking for Health Association. Resources available are a Training Day on 20th August, PL requested assistance in alerting interested persons of this as time was short and he needed at least 6 people to attend and also persons interested in helping with the administration of the walking group.</p> <p>Alice offered to contact other walkers who attended the NHS 70th anniversary walk. The Ramblers/Macmillan Assoc. offer information on their data base of weekly walks and other active walking groups, in return they expect to have their logo displayed on any information we use within our group. There was a discussion whether we amalgamate with other groups or stand alone. PL asked to come along to September meeting with details that he will need.</p> | <p>PL</p> <p>PL and AmcH</p> |
| <p>5.0</p> <p>5.0/ cont.</p> | <p>Communication stream: There were concerns raised regarding members privacy of information and it was questioned whether the Patient Participation Group on the Surgery web site needs updating. The current web site only allows for minimal input other than by the practice, no availability for certain information ie posters and poor access .</p> <p>MG suggested that the LTSPPG should have its own website with a link via the Surgery website and this would then allow for posters and current information to be added by the LTSPPG. This would also improve the security of the group. MG volunteered to investigate setting up a LTSPPG website and JB (FVRA webmaster) said he would assist. KY to discuss with PR and AMcH the practice website.</p> | <p>KY, PR and AMcH</p> <p>MG, JB, KY, PR and AMcH.</p> |
| 6.0 | <p>There had been some concerns shown, by patients, regarding the practice letterbox regarding fire risk or wrongful access. Information was contributed from those present of different design letterboxes to avoid this issue. AMcH to investigate.</p> | <p>AMcH</p> |

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| 7.0 | A.O.B. | |
| 7.1 | Questions regarding infection control, ie removal of Hand Sanitisers and the cleansing of the patients Appointment screen were discussed. | AMcH |
| 7.2 | There was an enquiry if there was intention to increase of the aims of the charity? SD (Treasurer) informed us there was. | Trustee |
| 7.3 | The plan for Flu Vaccines this year, in process of being finalized now for Sept/Oct. Two different vaccines this year..<65 and >65yrs. | AMcH |
| 7.4 | There was an enquiry regarding Bereavement options available to patients at present within the practice.? Bereavement counselling. DK offered to investigate. | DK |
| 7.5 | Diabetic Type 2 care. MG put forward his concern over the care provided for this group of patients and informed us of the new initiatives from RCGP. MG to discuss same with Dr DH and report back to the next meeting. | MG and Dr.DH |
| 8.0 | Next PPG: Date and time: Monday 3rd September 2018 ..1300-1400 hrs at Lime Tree Surgery, Waiting Room 3. | |

Revised minutes (updated 18Mar2019)