

**OVERTON PARK SURGERY
PATIENT PARTICIPATION GROUP
PPG MINUTES
3rd December 2013**

Members Present

Apologies

NP – Chair Dr. Rachael Coker MH DG KM HL RS DR AS Mark Thatcher - IT Manager	Glenys Ockwell – Practice Manager JT
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Item	Minute	Actions
A	<p><u>WELCOME & INTRODUCTIONS</u></p> <p>Welcome to all present.</p>	
B	<p>Apologies were given on behalf of GO and JT.</p>	
C	<p><u>ACCEPTENCE OF MINUTES OF LAST MEETING</u></p> <p>The minutes of the last meeting were circulated at the meeting – MT apologised for missing NP’s email about this. The minutes were reviewed and accepted.</p>	

<p>D</p>	<p><u>2013 WINTER PATIENT SURVEY UPDATE</u></p> <p>The members of the PPG and MT passed on their thanks to those members who gave up their time to give out the PPG survey questionnaires at the surgery. MT reported that there was no need to then send out the surveys thanks to the excellent work of the PPG members.</p> <p>Several members of the PPG including HL and JR asked about the validity of the survey give that those completing the survey were all in attendance at the surgery. This is something that should be considered for the next survey.</p> <p>MT also pointed out that the national GP survey run by IPSOS/Mori does cover some similar ground to the PPG survey – MT wondered if the next survey could perhaps be more ‘PPG-centric’?</p> <p>MT fed back that the first 100 surveys were interesting in terms of the lack of people using the online prescription ordering and appointment booking services</p>	<p>NP</p> <p>ALL</p>
<p>E</p>	<p><u>PPG activities / planning / future events</u></p> <p>GO is arranging a Dementia event for April 2014. Some queries were raised about possible future events including topics such as women over 55 years, bone health, fitness and weight bearing exercises, type 2 diabetes and bowel screening. It was agreed that type 2 diabetes would be the first choice for the next event, possibly to be held in October 2014. The second choice was bowel</p>	<p>ALL</p> <p>GO/MT</p>

	<p>screening. DG and HL both expressed concern about the breast feeding events saying that it was not sustainable for the PPG nor the midwives. This is a service that is needed but should be highlighted to the Gloucestershire Breast Feeding Service as a gap in provision. It was suggested that perhaps GO could contact other local surgeries to see if there could be collaboration for future events.</p>	GO								
F	<p><u>Suggestions box</u></p> <p>NP briefly went through the NAPP guidance, discussed community involvement and health promotion. NP will email the NAPP guidance to the other members of the PPG as this needs to be discussed at a future meeting particularly with regards to the future direction of the PPG.</p>	NP								
G	<p>AOB</p> <p>Chairman – NP reminded the group that the chairman should change periodically. The group strongly emphasised that they would like NP to continue in the role for the foreseeable future. NP also reported back re. CQC requirements, specifically that the CQC when carrying out a practice inspection requires access to a nominated spokesperson for the PPG.</p> <p>Newsletter – MT will be putting together the next practice newsletter post-Christmas.</p> <p>Next meeting – 4th February 2014 at 6.30pm</p>									
	<p>Suggested PPG Activity Planner - Updated</p> <table border="1"> <thead> <tr> <th></th> <th>2013</th> </tr> </thead> <tbody> <tr> <td>Newsletter/Web Communication</td> <td>Jun</td> </tr> <tr> <td>Autumn Health Care Event Planning</td> <td>Sep- Oct</td> </tr> <tr> <td>2014 Survey</td> <td>Sep – Jan 14</td> </tr> </tbody> </table>		2013	Newsletter/Web Communication	Jun	Autumn Health Care Event Planning	Sep- Oct	2014 Survey	Sep – Jan 14	
	2013									
Newsletter/Web Communication	Jun									
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	News Letter	Autumn - October	
	Health Care Event Spring Planning	Spring 20 14	
		2014	
	2014 Survey Analysis	Jan – March 2014	
	Newsletter/Web Communication	May/Jun	
	Spring Health Care Event	April/May	
	Autumn Health Care Event	Sep/Oct	
	NEXT MEETING FORWARD PLANNER		
	Meetings are scheduled for:		
	4 th February 2014		
	2 st April 2014		

Mark Thatcher (IT Manager, Overton Park Surgery)