



**CHAWTON PARK SURGERY
PATIENT PARTICIPATION GROUP
MINUTES OF THE MEETING HELD ON 20th JUNE 2023**

1. Welcome and Apologies

Present: Ian Saunders, Alan Matthews, Anthony, Patricia, Charles, John, Pam, Barbara, Sandie, Cathy, Karen, Jane.

Apologies: Alison, Nicky.

IS reported that Susan had resigned from the group. However, she was still happy to be contacted about any disability issues that she can assist with. (Her husband is a Disability Adviser).

2. Minutes of the meetings of 13th April 2023 and 23rd May 2023

The minutes were agreed as a correct record.

3. Matters Arising

IS thanked those who had forwarded photographs – the Board will be prepared using silhouettes for those who preferred not to have their photographs included.

The Powerpoint Presentation had met with the partners approval and was now running in the waiting room. There had been a recent issue with the projector overheating but it was hoped that this would be sorted out. ***IS to circulate copies of the presentation to the group.***

4. Practice Report

In the absence of NW, IS and KS updated the meeting. The surgery was particularly stretched at this time due to the absence of three partners for various reasons. The recent strikes by junior doctors had also had an impact as CPS had five trainee doctors at this time.

The Enhanced Access Programme is now in place. This is run by Mid Hampshire Healthcare which is a GP Federation created in 2014 (non-profit making), covering around ten practices in the regions of Andover and Winchester. They provide a clinical team and receptionist to enable the practice to open on a Saturday for Boundaries and Wilson practice patients in addition to those from CPS. Appointments need to be pre-booked to facilitate access to medical records. This is funded by the practice from money previously used for the Basingstoke Hub which has now closed.

KS checked that all present had received the recent text message regarding the half-day closure through the new Accurx text messaging service which seems to be working well.

5.Priorities for the next Year

It had been agreed at the previous meeting that this would be the main topic for this meeting. Reference was made to item 6 of the minutes of the meeting held on 27th February 2023 and to the information received from the partners following IS's request. They feel that communication with patients is still a big issue which needs addressing, fund-raising for equipment for the practice was also suggested.

There followed lengthy discussions on various subjects – key points and actions are shown below:

Fundraising

Everyone agreed that this was something that the PPG should be able to assist with – Items of equipment highlighted were a dermatoscope, a couch and a hematology analyser.
IS to approach Partners for a detailed wish list in order of preference, including exact specifications. BW will then take forward initial investigations into suppliers and costs.

Various fundraising methods were discussed including donations from local organisations and companies – many of whom were often advertising for causes. The face-to-face approach of a market stall was also discussed – this could have an additional benefit of raising the profile of the PPG.

It would, of course, be important to utilise the money already held by the PPG in the first instance.

Community Infrastructure Levy (CIL)

IS to discuss input needed with Partners – IS and CK to take forward as required.

Meet and Greet Sessions in the Surgery

IS and JJ to arrange a meeting to take this forward.

Newsletters

Following the agreement that these would be produced quarterly, the next one was now ready to go. KS confirmed that this could now be circulated using the Accurx text messaging system which should ensure greater coverage.

'A Day in the Life of' Articles

Following the success of the previous article, it was agreed that these should continue.

SS to liaise with KS to take this forward with the next member of staff – the Reception Manager.

Noticeboards

IS advised that this was not something which the partners wished to take forward.

Focus Weeks

It was agreed that this could be taken forward using the NHS list of priority subjects.

***Comms Group to look at this initially and bring suggestions back to a future meeting.
(AM to join the Comms Group to assist with this and other tasks.)***

6. Any other Business

SS gave a brief overview of the report she had circulated on via email on 18th June 2023 relating to the National Association for Patient Participation (NAPP). She felt that it was a very useful resource with many useful documents. It was possible to have up to ten individuals registered to access the site – currently there were just three. SS recommended that more PG members should sign up – this can be done via KS who has admin rights to the site. The video circulated with the above email was also very useful and viewing was strongly recommended.

There was much discussion regarding the re-naming of the PPG to ‘Patient Group’ which would allow universal membership for all CPS patients and could assist in the sharing of PPG information to all patients. This was noted but it was felt that, currently, it was not necessary as the Accurx text messaging should be able to solve the distribution problem.

7. Dates of next two Committee Meetings

6pm, 19th July 2023 at Chawton Park Surgery.

5.30pm, 7th September 2023 at Chawton Park Surgery.