

MINUTES TO STAITHE SURGERY PATIENT PARTICIPATION MEETING

Dated 26th June 2017

Present: Mat Phillips-MP (Practice Manager), Jo Mason-JM (Office Manager), Karen Norton-KN, Liz Austrin-LA, Carolyn Truss-CT, Carol Prosser-CP, Margaret Newton-MN

Apologies: Dorothy Unstead-DU, Dermott Allen-DA, Taryn Yarnell - TY and Roy Lond-RL

Minutes: JM

No	Item	Action	Lead
1	Welcome, previous minutes and matters arising	<p>MP welcomed and thanked all for attending. Matters arising from previous meeting.</p> <p>a. <u>Leeway</u></p> <p>Helen Burrows was unable to attend this session, although MP has requested that she attends another meeting. MP to update.</p> <p>b. <u>Facebook</u></p> <p>The Surgery Facebook page is now up and running and has so far proved successful. We have had a large number of views for example on our information with regards to the recent cyber-attack and we have also recently advertised our upcoming Health awareness event.</p> <p>It was suggested that PPG publicity should be added to the page.</p> <p>c. <u>C-Card</u></p> <p>MP advised the group that the practice has now signed up to the C-card scheme. This is a sexual health scheme supporting young people in Norfolk and Waveney aged 13-24.</p> <p>http://c-card.areyougettingit.com/home.aspx</p>	<p>All</p> <p>Info</p> <p>Info</p> <p>JD</p> <p>Info</p>

		<p>g. <u>North Norfolk PPG Conference</u></p> <p>MP and KB attended this conference on Friday 12th May. NNCCG Chair (Antek Lejk) attended and advised of the relevance of PPGs and that they were instrumental in the strategic NHS England vision.</p> <p>Other items discussed were expanding the demographic mix within PPGs and how practices could recruit younger members. MP advised that TY came along to our last meeting following CP discussing the PPG at Stalham High School.</p> <p>About with Friends, a charity helping people who live with disabilities were also in attendance. MP asked if the group whether they felt it would be useful if Helen Dalton-Hare CEO to come in to give an insight into this charity. Alla greed, MP to arrange date.</p> <p>https://www.aboutwithfriends.co.uk/</p> <p>h. <u>Signposting</u></p> <p>As a surgery we already do lots of getting patients to the correct person and this NHS England initiative is designed to save clinical time by directing patients to more appropriate services.</p> <p>MP informed the group that JM would be attending two training sessions in the coming months.</p>	<p>Info</p> <p>MP</p> <p>JM</p>
2	New Business	<p>a. <u>Times for PPG meetings</u></p> <p>Discussion regarding times of the PPG meeting and trying alternative times to encourage more people to attend.</p> <p>It was agreed to a trial of alternative evening and afternoon meetings. Agreed would hold an evening meeting for 6th Sep commencing at 6pm.</p> <p>b. <u>Meningitis ACWY Vaccination</u></p> <p>MP advised that the latest Meningitis ACWY information for school leavers has been published</p>	<p>All</p> <p>Info</p>

		<p>today that targets those starting university. Information on this vaccination is being publicised</p> <p>c. <u>Norfolk Carers Support</u></p> <p>Update- Gail is currently on leave this month but will be back at the end of July. She will be doing a shorter clinic at the surgery on the last Friday of each month.</p> <p>d. <u>E-Bulletin from NAPP.</u></p> <p>Interesting articles in this month's e-bulletin from the National Association of Patient Participation.</p> <p>Articles 5 and 6 discussed.</p> <p> Ebulletin JUNE 2017.pdf</p> <p>See Annex B</p> <p>e. <u>Books in Waiting Room</u></p> <p>The surgery currently has a "lending library" in the common room. Discussed possibility of having this in the waiting area for patients to access and pay a donation to raise money for charity. Discussed with group and decided it could be a good idea.</p> <p>MP to discuss with Partners.</p> <p>f. <u>Link to local business.</u></p> <p>MP asked group if they thought it was a good idea to invite a local business lead, such as Lions to the PPG meeting so that we could assist one another. CP and CT both have contacts and will also liaise with them.</p>	<p>Info</p> <p>Info</p> <p>MP</p> <p>CP / CT</p>
3	DONM	The date of the next meeting is 6 th September commencing at 6.00pm	All

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Distribution:

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Annexes:

- A. Flu Week Flyer
- B. NAPP E-Bulletin