

Balance Street Health Centre

Minutes of the Patient Participation Group (PPG) Meeting Monday, 7 October 2013

Present: Jerry Latham (Chairman), Ruth Kerry (Vice Chair), David Atherton, Anita Epple, Mike Barratt (Northgate PPG Chairman), Pat Hughes, Toby Sills, Gill McGowen, Hermione Montgomery, Laurie Cowell

Minutes: Anita Epple

ITEM	Notes	Action
1	<p>Apologies Ann Mottram; John Titlow; Arthur Hackwood; Carol Dean; Sue Dallison; Cynthia Firman; Anna Everett; Dick Jones; Carol Pickering; Jane Wright; Jane Llewelyn Jerry welcomed new member Laurie Cowell</p>	
2	<p>Minutes of last meeting The minutes from 5 August meeting were accepted as a true record and singed by the Chairman.</p>	
3	<p>CQC Report Feedback The practice had a recent inspection and the report was highly complementary. Two items required action.</p> <ul style="list-style-type: none"> a) Refrigeration temperatures. Equipment was faulty and replaced as a result of inspection. b) Safeguarding. DA explained this was raised by CQC and required a culture change in the practice. Dr Barron is responsible for this aspect. Toby Sills offered support to the practice with respect to vulnerable adults as he has a wealth of experience in this area. 	<p>DA TS</p>
4	<p>Change to Constitution Two changes to the constitution were recommended:</p> <ul style="list-style-type: none"> a) The current constitution states that if there are more than 12 members then the group will appoint a steering committee. This clause will be amended to may appoint. b) Carol Dean was put forward as the Treasurer <p>All accepted the changes to the constitution. Current signatories: Carol, Ann and Jerry</p> <p>JL informed the committee that he is standing down as Chairman and that this is his last meeting in this role. The committee will be electing a new Chair in January 2014.</p>	<p>JL</p>
5	<p>Patient Survey Questionnaire and Rota (Mon 14- Fri 25 Oct) JL explained the rationale for the Patient Survey Questionnaire for the benefit of new members.</p> <p>RK asked that reading glasses be made available for patients' use.</p> <p>JL asked for volunteers for the Rota. HM, AE, GM explained that they had prior commitments. JL explained a rota with free slots would be circulated shortly. All members to consider this.</p>	<p>AM All</p>

6	Flu Saturday Rota JL asked for further volunteers for slots on the Saturday. DA will be in at 7am. GM extended to two hours and LC volunteered for the 12-2pm slot.	GM LC
7	Youth Health Fair 2014 Given the success of the 2013 event, Thomas Alleynes High School has requested another Fair in 2014. The dates agreed are: 24-25 March. A sub-committee was elected: RK, GM, AE, LC, TS, HM and AM A meeting of the sub-committee still needs to be arranged.	RK AM
8	AOB	
1	District Group JL has been the Uttoxeter representative at the District Group for three years and wishes to stand down. Next meeting is 9 October 2013 and JL asked for a volunteer to attend with him with a view to taking over this role. Meetings are quarterly. RK expressed an interest in taking on this role but could not attend this time but will attend the next quarterly meeting. JL explained this is a good opportunity to learn what is happening in the CCG (Clinical commissioning group) and the district group act as a critical friend.	JL RK
2	A&E Burton It was noted that Burton A&E has a good reputation in Staffordshire but in the past referrals from GPs have been high; this is not the case from Balance Street Practice. The hospital, in partnership with the CCG, is working on reducing the number of admissions. There is now an Acute Assessment Unit with a GP which has helped to reduce the waiting times to be seen.	
3	CCG Membership Scheme JL handed round CCG membership scheme forms to committee members and encouraged all to join. JL also distributed a copy of the plan of priorities that had been published that morning.	All
4	PPG's Role JL reiterated the role of the PPG and that it was a two-way involvement.	
5	GPs RK requested that it be minuted that she felt it unfair that GPs were being used as scape goats in the current government rhetoric vis-à-vis working hours. She felt this was unhelpful for doctors and can cause distress; potentially changing patient perception when in reality these are the people that look after us all on a day-to-day basis.	
9	Date and Time of Next Meeting Monday, 13 January 2014	