

Minutes of CLIFT SURGERY PPG meeting on Monday 6th June 2016 at 15.30

Attended: Richard Wood (RW), Vicky Clarke (VC), John Darker (JD), David Gent (DG), Howard Perkins (HP), Antonia Dewhurst (AD), Ian Wilson (IW), Sarah Roberts – Surgery Manager (SR),

Copy to: Dr. N Fisher (NF) – Practice Partner Margo Scannelli (MS) – Practice IT Manager

John Darker welcomed members to the meeting and requested volunteers for the role of Chairman following the recent resignation of the previous Chairman – Nick Hutton. John was nominated by the members and he agreed to undertake the role .

1. There were no apologies.

2. The minutes of the meeting held on 4th April 2016 were agreed as a true record. There were no matters arising.

3. Clift Newsletter – The first ever Clift Surgery was produced in May and although a number of people contributed to it , it was edited by Nick Hutton.

The cost of the newsletter was sponsored by a local company who are keen to continue.

There was a good distribution through local shops, businesses, hairdressers, local organisations. The e-mail release had not happened yet due to some technical problems of sending out several thousand emails. This is currently being investigated by Margo but we have been informed that it is not possible to this through the NHS system. Mail Chimp was suggested and will be looked into but it was understood that there are limitations with this system as only 2000 can be sent at one time.

Planning starts now for the next Clift Surgery newsletter which is planned for November . Howard Perkins (HD) volunteered to act as the editor.

4. Position of Chairman – There was a discussion regarding the resignation of Nick and the future of the PPG group. The meeting felt that Nick had undertaken a fantastic job as Chairman, doing a tremendous volume of work and in the end it became very onerous with Nick being involved in nearly aspect of the PPG work. The surgery staff felt very restrained in its ability to help him which made the role very onerous for him.

5. Role of the PPG. This raised the issue of the role of the PPG and the future. There was a feeling that the PPG and the surgery staff need to work together in ‘ partnership ‘ and this was accepted by all.

There was a strong feeling that the PPG has a future which is ‘ the voice of the patient body ‘ and we need to Rise to the challenge. Various ideas were suggested.

i. Meet the patients by being in the surgery waiting room on a specified day between 11.00 and 12 noon. John Darker said that he would set up a rota JD

ii. Each PPG member should draft a pen profile of a few sentences about themselves and forward this by email to Antonia Dewhurst who will use this to publicize this in the next newsletter and on the PPG display board. AD + ALL

iii. We need to look at how other PPG's function and try to identify ' good practice '

iv. ' Helping PPG;s work well ' is a publication by NAPP – www.napp.org.uk each PPG member needs a copy which will need to be ordered by the surgery SR

6. Surgery Update – The building plans are still very much in hand and an architect is on board. The plans will come into fruition once the first 50 houses are up as this will provide an income stream for the extension to start. The plans for the new dispensary are being drawn up and will differ from the original plans as the dispensary will have its own entrance and exit although it will remain part of the surgery set-up, A porta cabin has been purchased for the site to provide more accommodation for administrative activities.

A new staff appointment has been made – Nurse Prescriber – Annette Taylor. Her role will be to try and take some of the load off the doctors by seeing patients who have minor ailments which are not part of their normal medical requirements. She will work under the control/supervision of the doctors and will be able to prescribe medication.

Dr Rachel Quew is joining the surgery in June from a Basingstoke practice and she will be working on Mondays, Tuesdays and Wednesdays.

There has been increase of staffing in the dispensary which now has FIVE dispensers – the highest number ever.

7. Any Other Business – Sarah mentioned the Walks near/around Basingstoke booklet which she recommended as a resource for Clift patients. She was willing to highlight this as part of a display in the surgery.

ii. There was a discussion about the PPG display board in the surgery and how this could be utilised better with an improvement in the display. ?? Undertook to look at this .

iii. A publication called a ' Guide to GP Services ' had been recommended to the group. Sarah was asked if the surgery could order copies for each member. SR

8. Next meeting - Monday 1st August 2016 at the CCG Building – Chineham Business Park at 3.30pm