

PPG Patient Steering Group –Meeting 21- Minutes06/03/19

Present:Mark Fenwick (MF);Evelyn Hemper (EH) secretary& temporary Chair;Richard Hemper (RH);

Dr N Ahmed (NA) Partner;Blake Foster (BF) Practice Manager; Jemma Smith (JS) Admin Support

Apologies:Derek Broomhead DB (chair);Kathy Peasegood (KP) Deputy Practice manager; Mags Proctor (MP); Christine De-Bruyn (CD)

Subject	Action Point
Minutes from meeting 20held on23/01/19were agreed	N/A
Derek Broomhead (chair) was unable to attend the meeting, therefore Evelyn Hemper volunteered to chair the meeting.	N/A
As Derek Broomhead was absent, it was agreed to postpone the election of new officers and 2019 meeting dates until the next meeting. Evelyn Hemper to add these as agenda items for April (meeting 22).	01/20
Feedback from Practice Blake reported the following: The Virtual PPG is up and running on Facebook There is a full complement of Registrars at the practice. An advert has been placed for a temporary receptionist to cover long term sick leave. Two full time nurses are on long sick leave this has reduced appointment availability.	
Blake reported that the practice has experienced trolls via Facebook. A document was provided to the PPG with responses to the comments raised on Facebook. Blake to send document to Evelyn, who will distribute to the PPG Steering Group.	01/21
PPG to view precis notes regarding trolling on the practice website	02/21
The PPG should put their feedback regarding the practice on https://www.healthwatchsheffield.co.uk/	03/21

Dates for 2019meetings are to be confirmed

Meeting No	Day	Date	Time	Venue
22	Wednesday	16/04/19	12:30	High Green

List of Action Points brought forward

No	Action	Result
02/16	EH to contact all members on the email distribution lists for minutes and agendas to gain their consent for emails to continue to be sent to in accordance with GDPR. Update: The date for replies to be sent to the Secretary is 18/04/19, this action is carried forward until after that date	EH C/F

No	Action	Result
03/18	Ensure review of the quorum numbers is on the AGM agenda (see also decision 07 below). Update: This action is carried forward to ensure visibility.	EH C/F
02/19	Jemma Smith will launch Social Media for PPG, this is possible as the Terms of Reference are now agreed.	JS Disc
01/20	Evelyn Hemper to add Election of Officers and 2019 meeting dates to the agenda for the March meeting.	EH C/F
02/20	Evelyn Hemper to document in Decisions section that the revised Term of Reference were signed at meeting 19 19/12/18.	EH Disc
03/20	Dr Ahmed and Jemma to discuss a baseline survey for Ecclesfield School pupils to identify specific mental health issues. Update: Draft provided	NA/JS Disc
04/20	Ground rules need to be set to prevent abuse of the page. Dr Abraham will investigate what can be done.	SA/JS Disc
05/20	Jemma to contact Sean re SystemOnline App on iPads. Update: Jemma reported that the Apps work in a different way PCs and tablet devices.	SF/JS Disc

List of New Action Points

No	Action	Owner
01/21	Blake to send Evelyn the Myth Buster document for Evelyn to distribute to the PPG.	BF/EH
02/21	PPG to view Facebook precis notes on practice website.	ALL
03/21	The PPG should put their feedback regarding the practice on https://www.healthwatchsheffield.co.uk/	ALL

List of Decisions

01	1 week prior to the meeting members of the Steering Group to confirm attendance, to allow Derek to book a suitable room.
02	An agenda item needs to be requested for the next joint meeting with the Management team (09/08/16) to discuss how we can work together to resolve appointment issues.
03	It was agreed to hold future meetings on the third Wednesday of the month on a bi monthly basis at 02:30 pm. The meetings will take place alternately at Burncross and High Green.
04	Review election of Chair and Deputy Chair (agenda item 02 meeting 9 19/04/17). The election was reviewed, and it was agreed that Christine will remain as Chair and Derek will remain as Deputy Chair.
05	PPG members can turn up in the waiting rooms on an adhoc basis to speak to patients without giving priorwarning to the practice staff. They need to report to the receptionist and sign in.
06	The committee members were elected in December 2017. They are as follows: Chair Christine De-Bruyn; Deputy Chair Derek Broomhead; Secretary Evelyn Hemper.
07	Quorum numbers reduced from 5 to 3 (meeting 18 17/10/18). This will be reviewed annually at the AGM.
08	PPG revised Terms of Reference (TOR) where ratified (meeting 19 19/12/18).