

Present 11th September 2017

Stuart Collie (chair)	Chris Parry	Malcolm Simpson	Tracey Keogh
Sandy Sell	Keith Anthony	Liz Simmonds	

Apologies

Sue Hazell	Tilly Siva	Christine Ballie	Georgina McMasters
Hilary Jones	Judy D'Arcy	Kevin Blakemore	Ruth Millson

Meeting Notes and Actions

Point	Item	Action(s)	Action By
1	Minutes of previous meeting read and agreed as correct.		All
1a	Attendance at Parish Council Meeting still to take place	Kevin still to arrange	KB
1b	Kevin having a meeting on Wednesday 11 th October with the Receptionists on managing interaction with patients	Latest information from Kevin is his is now scheduled for January 2018	KB
1c	PPG constitution has been finalised and still needs full signing.	Judy to sign off on the document	JD'A
1d	A September newsletter to be produced for the website	Members need to submit hard copy to Stuart by 25 th Sept of items that are of interest for inclusion into newsletter	All/SC
2	Neither Dr Siva or Sue Hazell were able to attend the meeting. Dr Weidner will be returning from maternity leave and will work all day on Fridays from 16 th October. She will recommence with 5 sessions per week from 11 th December. 2 registrars had been employed. One for 6 months and one for 12 months. Still not able to take on any Locum. The role of the Pharmacist needs to be publicized. Kevin had been investigating home	Need info from surgery for inclusion into newsletter.	SH/SC

	visits in practices in Ealing. Their experience was the same as the problems Southmead was experiencing. It may be necessary to stop home visits but a procedure would have to be found for dealing with the bedridden. There may be some helpful data on CQC reports	Need ongoing discussion with surgery and members at next meeting	All
3	It has been agreed that all Practices in the Southern Cluster will need to have common private fees. A list of chargeable services and fees is now available.	In Progress between surgery and NHS Further update at next meeting	SH/TS/ All
4	Chris Parry said that Burnham H/C PPG was disbanded in 2014 and that there were plans to recreate. A general discussion took place on communications. It was felt there would need to be a responsible administrator. How should we use social media? How much more communication is needed. There is a need to finish the 'basics' first.	Ongoing discussion and action plan for next meeting	CJP/All
5	It is understood that Kevin is generally satisfied with the Website progress. Our feeling was that the site was generally ok to go live but that Dr Siva should give his approval. Both he and Dr Staveley had thanked the PPG for all the work it had done and Stuart had been invited to the Clinician meeting on 25 th September to present the website. Due to the lack of internet connection Stuart was unable to make his presentation. Subsequent to our meeting he has provided a link for us to provide feedback before the 25 th September. There was reference to the term 'committee' which does not exist and should be amended.	Presentation to clinicians arranged for 25 th Sept 2017 for showing the new PPG website and to get final approval from Dr Siva to go live on the Southmead website Next meeting to elect committee	SCC/TS /SH All

	<p>Sandy produced a section on 'how to get an emergency supply of medication when away from home'. This he felt was the first of a number of helpful guidance sections. A list of unusual situations on patient's initial contact with GPs would help to provide topics for adding to the website.</p>	Ongoing development of ideas	All
6	<p>AOB</p> <p>Chris Parry had discussed the transport services offered by Tracey Trust. Their operation is more geared to transporting patients to a range of medical locations where appointments are arranged in advance. This is different to our requirement for transporting patients to Southmead at short notice. It was felt that the PPG could arrange a small pool of drivers but the actual pick-ups would have to be arranged through the receptionists. He would follow up whether Stoke Poges have any transportation arrangements.</p> <p>It was noted that last month 82 appointments were not kept by patients. Further analysis would be useful as there could be a way of addressing this.</p> <p>It was agreed that for these meetings to be productive there must be at least one member of the practice in attendance.</p> <p>Next Meeting is Monday 16th October at 6.30 pm</p>	<p>Ongoing discussion and action plan required as there will be some legwork and discussions with other surgeries and PPG's to investigate other potential possibilities.</p> <p>Info from Sue will be further developed and included in the Newsletter</p> <p>Need more involvement of practice staff</p>	<p>CDP/All</p> <p>SH/SCC</p> <p>TS/CH/KB</p>