

**Friends of St Lawrence Surgery – Patient Participation Group**  
**Notes of Committee Meeting held on 15<sup>th</sup> August 2017**

Present: Chris, Jo, Judith, Phil, Hilary, Eric, Robin, Diane Sue,  
 Dr. Patel

ITEM		ACTION
<b>1. Apologies for Absence</b>		
1.1	Apologies for absence were received from Claire and Patsy. Carol has now resigned. Robin, who has been co-opted on to the committee was welcomed. We have not heard from Lindsey.	
<b>2. Minutes of the Last Meeting</b>		
2.1	The minutes of the meeting held on 11 <sup>th</sup> April 2017 were agreed.	
<b>3. Matters Arising</b>		
3.1	October 6 <sup>th</sup> – Race Night is booked to be held at Cotswold Working Men’s Club. Fish and chips to be served. It is envisaged that £7.50 pp will cover the cost.	Eric
3.2	Lindsey has agreed to take on the role of Young Person’s liaison officer.	
<b>4. Treasurer’s Report</b>		
4.1	Judith presented the Treasurer’s Report – a copy is attached. Assets at present are £5542.01.	
<b>5. Practice Manager’s Report</b>		
5.1	Jo has had a letter from a member of the walking group saying that there needs to be	Jo

	<p>more publicity with regard to CRP machine. GP's feel the CRP machine may not be used enough to warrant the expenditure and following discussion, with input from Dr Patel, ordering the CRP machine has been put on hold.</p>	
5.2	<p>Dr Joslin is the lead for medical students. She went to an event and they are struggling to get medical students to be GPs. They want to see if some patients would go along to take part in learning opportunities. Chris will phone up to find more information.</p>	Chris
5.3	<p>Dr. Simon Helyar has now qualified. He has agreed to come back for 6 months while he thinks where he wants to be based. 2 new ST3 doctors are joining us for a year – Lily (Alison Corney is her GP trainer) Sudam (Marion English is her GP trainer) and an ST 2, Sophie Wang.</p>	
5.4	<p>Jo is bidding for funding to convert the garage to provide two consulting rooms and a covered walkway. If successful the surgery will get 66% of the cost.</p>	
5.5	<p>Selden road was merging with Worthing Medical Group but this is not happening now. If Selden has to close then there will be 8,500 patients looking for surgeries. The surgery will be run by locums at the moment.</p>	
5.6	<p>There is a big meeting planned with regard to</p>	

	integrating budgets. A budget example is £1.10 for a blood test at the surgery, £5 at hospital.	
5.7	Jo has been given an article about gardening groups. Robin told us about the Keystone Club garden – Breathing Spaces have input.  Carry forward to next agenda.	Chris/Claire
5.8	New nurse – Joanne Allsford has been recruited. She joins us on 1 <sup>st</sup> October.  There have been nursing shortages due to a range of situations.  Julie is not now retiring and will be returning following her recent bereavement.	
<b>6. Group Updates</b>		
6.1	<b>Singing Group</b> – £100 was given to the treasurer.  The group is still enjoyed by participants and last week, 24 attended.  They are planning to have name badges in the same way as the walkers have.	Sue
6.2	<b>Walking Group</b> – Still get 30 walkers a week. Eric has carried out a generic risk assessment. A couple of extra walks have been completed. Graham gave a first aid course refresher – unfortunately only 4 attended. Name badges have been made and walkers have been buying	Eric

	<p>these themselves at a cost of 60p.</p> <p>£105 was given to the treasurer.</p>	
6.3	<p><b>Self-Care Group</b>- The latest booklet ‘Making the most out of your GP’ is at the printers at present.</p>	Chris
6.4	<p><b>Bookshop</b> – So far, this year £479.05 has been raised. This is just over £23 lower than this time last year, so considering it includes money from the sales of ‘special books’ our income is down slightly. At times the amount of money collected does not reflect the number of books which have gone from the shelves. However, this is still a good source of income. More sales of the better quality books are to be held.</p> <p>There is a supply of books and shelves are regularly restocked. However, there is always a need for more paperbacks in good condition.</p>	Phil
<b>7. Conference feedback and actions</b>		
7.1	<p>Judith and Phil handed out a copy of their report (attached) to each committee member. Key points were highlighted.</p>	Judith and Phil
7.2	<p>Following on from the report Judith and Phil produced, and actions highlighted, Chris is developing a Strategic plan for the committee. Sub groups will be formed to feed into the committee meeting. This will make the committee meetings more focused and targeted.</p>	Chris

	<p>We need to think about how we can move to being an 'objective critical friend'.</p> <p>The Strategic Plan will be discussed at the next Meeting.</p>	
<b>8. CCG PPG Meeting Feedback</b>		
8.1	<p>Chris presented a written report of the meeting she attended on 15<sup>th</sup> June. Local Community Networks are now well established. St Lawrence belongs to the Worthing health Alliance which has 72231 patients. The LCN lead is David Stokes.</p>	
<b>9. Proposed St Lawrence PPG Conference</b>		
9.1	<p>There might need to be an afternoon and evening session. It was agreed we would try an afternoon this time and judge from there. Suggest 12-2pm.</p> <p>We need a catchy title to attract people.</p> <p>We could share the current situation in the NHS and ask for ideas. Dr Patel suggested that we could hold it as a drop in, during one of the flu clinics. Jo and Chris will discuss suitable times.</p>	Chris and Jo
<b>10. Sub-Committee Formation</b>		
10.1	<p>Carried forward to next meeting.</p> <p>Possible sub groups - catering, communication, fund raising and children &amp; young people.</p>	Chris/Claire

**11. Any Other Business** - Chris shared examples where patients were not aware of how things work or about the PPG itself. Communication is a problem – how do you get information to those who do not come to the surgery or have not given the surgery their e-mail? Communication will be the focus of one of the sub-groups.

### **Next and Future Committee Meeting**

Tuesday 17<sup>th</sup> October at 6.30 pm

Tuesday 16<sup>th</sup> January at 6-30pm

Tuesday 20<sup>th</sup> March at 6-30pm

All meetings in the Education Room at the Surgery