**Minutes of the Downing Drive Surgery PPG**

**Committee meeting held on Monday, 5th September at 6.00pm.**

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| **No.** | **AGENDA ITEM** | **ACTION POINT** |
|  | ***Present*** *:–Kam Mistry (KM -Chair), Kanti Solanki (KS – Committee Secretary),*  *Chris Mitchell (CM), Dr. Ahmed (NA), Caroline Graham (CG – Practice Manager),*  *Jenny Joannou (JJ)* |  |
| *1* | ***Welcome:*** *KM welcomed**everyone and new member Jenny Joannou.* |  |
| *2* | ***Apologies:***  *Jeanette Robertson (JR – Vice Chair), Janet Hall (JH)* |  |
| *3* | ***Conflict of Interest / Declaration of Interest:***  *None declared*. |  |
| *4* | ***Approve and sign minutes from last meeting – 18th July2022.***  *KM asked the committee to verify the minutes from the 18th July 2022 for accuracy and asked they are seconded and approved.*  *The minutes were correctly recorded was proposed by (KM) and seconded by (CM)* |  |
| *5* | ***Matters Arising.***  *Minutes uploaded on website by (CG)*  *Surgery and PPG members are aware of the Terms of Reference. The patients are not aware of it.*  *Some Primary Care Network (PCN) in Leicester don’t have PPG up and running.* |  |
| *6* | ***PPG Terms of Reference.***  *These have been agreed by NA and CG as similar to previous TOR. All committee members provided with a copy by email.* |  |
| *7* | ***Newsletter – Next Stages.***  *Discussion took place on the draft version of the newsletter created by CG and the articles provided the surgery. CG displayed the joint effort by CG and CM, there was still some gaps as need article from PPG Chair and needed to be formatted to print correctly.*  *JJ took the opportunity to advise how DDS was lacking on communicating with the patient population especially the elderly and vulnerable. The telephone consultation was not ideal as people preferred more face-to-face, also moving to smart phone apps was also making engagement difficult for the ones who unable to embrace the technology due to age. A suggestion was made to have a notice board on the street but this would not be workable due to Health and Safety. The surgery was already using emails/SMS, Website.*  *The newsletter is another form – CG suggested using Evington Echo and inserting the PPG Newsletter as a supplement. This all needs to be finalised, this is to be discussed further at the next meeting. CM and CG to co-ordinate the content for the newsletter. Newsletter to be published in early October.*  *KM suggested that there should be something in the newsletter from the PPG perspective.*  *Website IT infrastructure is managed by the staff from Leicester Health Information Service (HIS), within HIS is Information Management & Technology (IM & T).* | ***Newsletter to be finalised. (printing, cost, distribution)*** |
| *8* | ***Doctors / Surgery / PCN***  *NA – advised there were no updates from the Doctors but what would the PPG like to know?*  *CG- update the committee the surgery is looking to recruit a new receptionist and nurses.*  *KM requested some DNA stats but CG advised this will need done later in the year as working on limited resources. There are few DNA for the Doctors.*  *Patients to be encouraged to inform the Surgery if they can’t keep the appointment, they are to notify Surgery so the slot can be re-allocated to another patients.*  *Upskill and train nurses for specialisation.*  *Our Primary Care Network (PCN) comprises of five other surgeries. We have joint pharmacist, physiotherapist, mental health facilities. Patients will have to go to other surgeries as we don’t have room to expand.*   1. *Johnson Medical Practice – Hilltop Surgery, 22 Maidenwell Avenue, Hamilton – LE5 1BL* 2. *Humberston Medical Centre – 150 Wycombe Road, Leicester. LE5 0PR* 3. *St Elizabeth Medical Practice, Netherhall Road. Leicester. LE5 1DR* 4. *East Leicester Medical Practice, Uppingham Road Leicester Medical Practice*   *131 Uppingham Road, Leicester. LE5 4BP*   1. *Merlyn Vaz Health Centre, 1 Spinney Hill Road, Leicester. LE5 3GE*   *There is a possibility that the Primary Care Network (PCN) may be abandoned. The disbanding of PCN would have massive financial implementation.*  *NA advised the committee that the Health Promotion Park Run has been postponed at present and they will be looking to reschedule next year.* |  |
| *9* | ***Coffee Morning – relaunch***  *KM advised that the committee could not relaunch the coffee morning as only Janet has volunteered and we need the rest of the committee members to assist if this was to be successful.*  *JJ advised it would be a good idea to also engage with other agencies like the local police to come to coffee mornings to help support local community. KM advised this would be ideal if we could get the coffee morning running. If successful further agencies could be approached like social prescribing.*  *JJ was willing to assist with the coffee morning and asked if other volunteers outside of the PPG group could help. This was welcomed and JJ to provide contact details.* | ***Committee to add further volunteer names.*** |
| *10* | ***Finances***  *These were not discussed but remain unchanged.*  *£1773.91 – in the Bank and £60.22 cash in the surgery.*  *KM advise he is still in the progress becoming second signatory on the account.* |  |
| *11* | ***Future Meeting Dates***  *KM – Advised the next meeting 24th October as majority of committee could not make the 3rd October.* |  |
| ***12*** | ***AOB (to be agreed in advance with Chair)***  *None* |  |