

TADLEY PATIENT PARTICIPATION GROUP

Minutes of a meeting held on Wednesday 25th May in the Conference room at Holmwood Surgery at 1.00 p.m..

Attended by: Paul Woodgate, Claire Chambers, Hayley Bone, Val Turnbull, Gill Tomlins, Kate Wright, Heidi Williams and Hazel Metcalfe.

1. **Apologies** were received from: Dr Annie Hogan, Alison Jenner, Alan Chambers, Graham Wright and Derek Heath.

2. Minutes of the meeting held on Wednesday 9th March 2016

In Point 9 the point regarding the 'rolling programme' should have been under the sub-heading below (Points for further consideration)

The Minutes were accepted as a true record.

Matters arising

A message had arrived earlier in the day from Dr H Prince regarding the proposed visit by Jane Reid to discuss the Sign up to Safety programme. JR is currently in Australia and has a full diary on her return so she will meet with the new Committee at the end of July during the working day.

Action PW (ongoing)

The sub-committee working on the Youth project with The Hurst Community College had nothing to report as contact had not been made with the new link member of staff there. Dr Hogan had spoken recently to the Headteacher, Roger Jones, and agreed that he will approach Bob Horne, the Head of the Community provision with a view to him working with the PPG Committee.

Action Dr. Hogan

The next PPG newsletter will be produced after the AGM introducing the new Committee. Members viewed an example from another Practice and agreed that there were ideas which could be copied to enhance our next letter.

(Action AC)

There is a list of all defibrillators available for use in the area in the new edition of the Tadley roundabout book. Verbal instructions are provided with the equipment so you do not need to have trained to be able to use it.

4. Information from the Practice

Information from the recent Practice newsletter:

'We welcome **Dr Heather Lambert** who joined us on 6 April as a salaried GP. Dr Lambert was with us as a GP Registrar during 2014 and 2015 so her face might be familiar.

She will be seeing patients at both surgeries and will be working Wednesday to Friday. We also welcome **Emma** and **Julie** to our reception and admin team, **Juliet** and **Louise** who have joined the secretarial team and **May** who is assisting our Finance Manager. All have already made a great contribution to the Practice.

Last but not least we have a new member in our Practice Nurse team. **Chris** has been working from the practice as one of the District Nursing team and has been visiting the housebound patients of Tadley, Bramley and Kingsclere for many years. One of her specialist interests and skills is the care of Diabetic patients and she will be a very welcome addition to Tadley Medical Partnership.

Dr Ayesha Chaudhry

We were sad to say goodbye to Dr Chaudhry who left us on 23 March. She will be joining a Basingstoke practice and the reduced travelling time will better suit her other very important role as a mother of young children. We wish her every success in her new position.'

Additional information from HW:

Dr Caren will retire at the end of July after 29 years with the Practice. She is beginning to give this information to her patients as she sees them. Dr Lynn Phillips, a new Partner, will join at the beginning of October taking on most of Dr Caren's patients.

Dr Adler will be the Senior partner.

Dr Bhanot is now a qualified Trainer.

A meeting has been held with the new owners of the Holmwood and Morland pharmacies to discuss patient complaints over the delays in dispensing. The Practice understood that these have now been sorted but members of the Committee present were adamant that this is not the case.

Action HW

5. PPG terms of Reference

Ways of insuring both continuity and fresh ideas were discussed as both were felt to be desirable. There will be potentially five spaces on the Committee at the AGM so these should happen naturally over time. Any changes to officer roles will be made at the first Committee meeting after the AGM (on July 13th) using the voting guidelines. **Action PW**

The CCG PPG had wondered whether individual PPGs should write their own Terms of Reference. As CCG Chair PW asked for opinions and it was unanimous that this should be the case so he will report this back. **Action PW**

The new Terms of Reference will be made available at the AGM. **Action PW and HM**

6. Planning the AGM

Advance notice of the AGM (Wednesday 29th June from 6.30 p.m. to 8.00 p.m. in the waiting room at Holmwood) will be sent out immediately together with the agenda which the Committee drafted together (see attached). **Action HM and HW**

HB asked whether the AGM could be publicised elsewhere and suggested the Tadley Town Newsletter, Church newsletters etc. **Action HM**

Dates of future meetings and health campaigns to support will also be discussed on July 13th. The Practice will be asked to choose the most relevant campaigns from the lengthy lists issued by NHS England and our CCG. **Action HM**

7. Events and Health Campaigns this Summer

PP had suggested the PPG might support the Summer Lights for Macmillan initiative and HM had obtained a copy of the information pack for the Committee. However, it was felt that it would be difficult to select this one charity to support when there are so many relevant to patients. HB also has a copy of the pack and will run an event so a compromise was reached that the Practice will display information for her on the PPG board and the Committee will support her as individuals if they so wish.

The Committee would like to send representatives to the next Community Liaison Lunch hosted by CAB. **Action KW**

The next meeting will be the AGM to be held on Wednesday 29th June from 6.30 p.m. to 8.00 p.m. in the waiting room at Holmwood.

The next Committee meeting will be held on Wednesday July 13th. Time to be arranged.

The meeting closed at 3.33 p.m.

H. Metcalfe

29/05/21016