

TADLEY MEDICAL PARTNERSHIP PATIENT PARTICIPATION GROUP
Minutes of a meeting held on Wednesday 22nd May 2024 in the Conference Room of TMP

Present: Claire Chambers (Chair), Alan Chambers, Keith Chapman, Linda Mead, Gill Tomlins, Val Turnbull, Kate Wright, Graham Wright, Heidi Williams (TMP), Karen Simmons (TMP), Vajira Mendis (TMP), Elizabeth Chapman (TMP)

Apologies: Mary Cawley, Priyanka Patel, Dr R Chander

Item	Description	Action
Minutes	The minutes of meeting for 10 April 2024 were agreed to be a true and accurate record.	
Matters arising	Issues regarding blood test appointments timing have been resolved and the repeat appointments can now be made further in advance.	
Election of Officers	Voting has been counted, 9 members voted. As a result, Claire Chambers remains as Chair and Graham Wright as Vice Chair. CC noted that the vacant secretary position continues to cause issues.	
Practice Matters	<ul style="list-style-type: none"> • The new appointment system is working well. The clinicians have been working hard to catch up on the appointment backlog and are now in a much better position. The number of on line appointment bookings will be increased so cut off time will be later. Cut off time will be decided on a daily basis depending on the clinician availability to ensure safe numbers of appointments are allocated. Phone lines will continue to remain open for urgent matters and for patients who are unable to use the on line system. • Practice will be asking the committee to be involved with the primary prevention program in the future. The four pillars of the program are smoking cessation, weight loss management, managing minor ailments and screening programs. Details to be provided after the annual meeting. The program is aimed at patient education. • Using Facebook page more extensively to publicise various initiatives. Practice requested the committee to “like” on Facebook to increase the visibility of the page. • With the triage system all requests will be reviewed same day as received and for non-urgent appointments, a text message will be sent to the patient with a link which enables them to select a suitable appointment time with the appropriate clinician. Urgent cases will be seen on the same day. The triage system is enabling patients to see the most appropriate clinician directly and is saving both GP time and patient time. It is expected that there will be significant improvements in appointment availability as the system stabilises. • Practice will close for half day on 13 June for training and catch up of various items. 	
ICB matters	<ul style="list-style-type: none"> • Written comments on the last ICB PPG meeting circulated, copy attached to the minutes. • The initial meeting between the ICB staff and representatives of the ICB PPG has been held and good progress made. The ICB 	

	<ul style="list-style-type: none"> • Will accept 120 people attending. • From the practice the partners, KS, EC and VM will attend. They will be seated at the front with the committee members. • Forms for joining the PPG and for expressions of interest in joining the committee to be available. • Committee and practice will have no involvement with the parking. • Check on sound system and roving microphones. • Ensure that all speakers and questioners use microphones and do not try to rely on voice projection. • CC, LM and KW will be on the reception desks. • Agreed to indicate that 4 positions on the committee would be suggested as being available. 	HW HW CC
Other Matters	Heidi Williams confirmed that she will be retiring from the practice in July, and this would be her last committee meeting. CC thanked Heidi for all the work she has done helping the PPG over many years.	
Next meeting	The next meeting is in the conference room at TMP at 6.30pm on 14 th August 2024, principally to review the annual meeting. Further meeting planned for 25 th September	

CCG – Clinical Commissioning Group (now known as ICB)

HHC – Holmwood Health Centre

ICB – Integrated Care Board (ours is NHS Hampshire and Isle of Wight)

ICS – Integrated Care System

<https://www.england.nhs.uk/integratedcare/integrated-care-in-your-area/>

PIG – Patient Information Group

PCN – Primary Care Network

PPG – Patient Participation Group

TMP – Tadley Medical Partnership

ToR – Terms of Reference