

Measham Medical Unit (MMU) Patient Participation Group (PPG)

Minutes of meeting: 2 December 2019

Present: Philip King, Jan King, Barbara Milner, Colin Manifold, Fred Baldwin, Linda Plummer, Jane Grant, Norma Morris-Chapman, Peter Oakden, Tracey Lidgbird, Dr Swaebe, Nesta Rosser, June Watson, David Cornford

Item 1. Welcome and Apologies

- 1.1 Philip welcomed everyone to the meeting and apologies, where received, were noted and recorded on the attendance sheet.

Item 2. Review of PPG Constitution, Ways of Working and Action Plan

- 2.1 The current PPG Constitution and Ways of Working were discussed and it was agreed that the secretary would produce new draft documents reflecting the discussions. These would be brought to the AGM in January 2020 for further review and agreement.

ACTION: Regular monthly accounts for social prescribing groups to be made available where required.

- 2.2 Philip asked for ideas for the PPG Action Plan for 2020. Suggestions given were:
- Missed appointments (did not attend) - not a major problem for MMU currently
 - Promoting on-line access
 - Enhanced summary care records
 - Primary care networks
 - Screening/ early diagnosis
 - Patient questionnaires
 - System sorter/ specialist doctor information
 - Target individual roles on the PPG to increase specialisms, for example, someone with knowledge of grants, social media and filming (publicity for social prescribing).
- 2.3 It was agreed that it was better to have one objective that would add real value but priority actions would be discussed and agreed at the next meeting.

Item 3. MMU/ PPG publicity

- 3.1 Philip explained that, starting in January 2020, there would be a common message in all publicity generated by MMU/ PPG. This would include both clinical and general messages and would use all appropriate media.

Item 4. Updates on Grant Funding

- 4.1 The importance of end of project reviews was discussed and the need to keep quantitative and qualitative data. Colin gave an update on local Section 106 money and Tracey confirmed that she was now working on bids. Colin was thanked for all his efforts in this area.

Item 5. MMU updates

- 5.1 Overseal practice would be closing in January 2020 and has led to an increase in patient numbers at MMU. Tracey gave an update on staffing and appointments. She also explained that a new system had been implemented for giving the results of blood tests. There would now be no need for patients to ring for results as patients needing further treatment would be contacted by text. Stickers for items purchased through the Patient Amenity Fund had now arrived.

Item 6. Social Prescribing Groups

- 6.1 More volunteers are required in general to support these groups. As previously mentioned, there is a facility through Voluntary Action Leicestershire to advertise volunteer vacancies - <https://valonline.org.uk/volunteering/> As group leaders are more familiar with their own requirements, Philip suggested that this would be a good avenue for them to explore.

Item 7. Matters arising

- 7.1 MMU were pleased to confirm that funding for the surgery bus would continue through the Boardman-Weston Trust.
- 7.2 It was hoped that recruitment to the Social Prescribing Link Worker posts would be taking place in January 2020.

Date of AGM: **Monday 13 January 2020 from 13.00 – 14.00.**