****

**FALKLAND HOUSE SURGERY**

**PATIENT PARTICIPATION GROUP**

**PPG ANNUAL GENERAL MEETING**

**HELD ON THURSDAY 26TH MAY 2022 AT 7.00PM**

**AT FALKLAND HOUSE SURGERY**

**Present:** Nigel Gater (NG), Margaret Booth (MB). Pearl Woodward (PW), Enid Hirst (EH), Hilary Dawson (HD), Rachel Cadman (RC), Jan Bergstrom (JB).

**For the practice:** Tom Cossham (TC)

1. **WELCOME (NG)**

The Chair welcomed everyone to the meeting.

1. **APOLOGIES (NG)**

Mike Dyson, Carol Wymer, Pete Nightingale, Zoey Hall.

1. **MINUTES OF THE LAST AGM (23 MAY 2019) (NG)**

These were approved as a correct record. Proposed RC, Seconded EH.

1. **ANNUAL REPORT 2022 (MB)**
	1. **d)** TC described the complex situation surrounding the issuing of prescriptions. In terms of the capacity of the Practice to work effectively, preferences are:
* Repeat dispensing over a period of months agreed by doctor and patient
* On-line ordering to the surgery by the patient
* Written request on paper to the surgery by the patient
* Patient ordering from the pharmacy

The PPG is currently gathering feedback from members re prescription issues at ZH’s request.

* 1. **and 4.6** It was agreed that communication and consultation with patients was a key part of the PPG’s role. TC suggested that it may be possible to use the surgery email or texting system to make first contact with patients on behalf of the PPG.
	2. **and 4.8** The current membership was reviewed. It was agreed that the new Chair would follow-up non-attenders. The recently circulated Roles and Responsibilities document was approved, other than members becoming Virtual after one year of non-attendance at meetings, rather than two years.
	3. It was agreed that a focus on working with our five neighbouring practices in the Porter Valley Primary Care Network (coordinated by Elaine Atkin) was a positive way forward. It is unlikely that there will be any further city-wide support for PPGs.

**5** The grouponce again expressed its thanks to Zoey Hall for her support and advice.

1. **TREASURER’S REPORT (RC)**

The financial position re resources held in the PPG bank account had not changed since the last Steering Group Meeting:

* £314 unallocated
* £150 allocated to maintenance of the defibrillator
* £450 allocated for a handrail for the front door steps (ZH is activating this)
1. **PRACTICE CONTRIBUTION (TC)**
2. TC emphasised the importance of the Porter Valley Primary Care Network (PVPCN) in:
* Encouraging co-operation and good practice locally
* Managing significant sums of locally-based funding available across the practices
* Making shared appointments eg physician associates, physiotherapists, pharmacists, and social prescribing

The meeting supported the provision of more information to patients about the PVPCN.

1. The practice is hoping to develop administration rooms in the attic that will provide more space in the building for medical team activities. The Practice continues to train two medical students and a GP Registrar.
2. There was discussion re a texted questionnaire that had been received from Primary Care Sheffield (GP-led business) about GP services. It was suggested that the questionnaire was superficial and not well designed. TC Explained that out-of-hours ‘hubs’ are run by PCS and GPs can refer patients to them when their practices are over capacity. The questionnaire relates to this provision. It was agreed that MB should submit a copy of the PPG Patient Survey Report (2020) which gives a very clear picture of why patients value the Falkland House surgery.
3. TC confirmed that the Practice did value the PPG as a ‘critical friend’. He was requested to call upon the group as and when the Practice felt that useful contributions could be made.
4. **ELECTION OF OFFICERS (NG)**

**Chair:** MB Proposed RC Seconded EH

**Deputy Chair:** NG Proposed PW Seconded JB

**Treasurer:** RC Proposed NG Seconded EH

**Membership Secretary:** MD MD had agreed to continue in this role

**Communications Officer:** PW Proposed RC Seconded MB

1. **PPG PRIORITIES FOR 2022 – 2023 (MB)**

These were drawn from the Annual Report and discussed during the meeting and are to be confirmed at the next Steering Group. Key issues (not in order of priority):

* Implementation of the new Roles and Responsibilities document
* Further development of communication and consultation with patients
* Increasing the number of Active and Virtual PPG members
* Continuing to develop links with the PVPCN
* Running the Christmas Quiz and providing other practical support to the Practice, such as vaccination day support
1. **AOB (NG)**

**Porter Valley In Touch Project** (a PVPCN Project) is celebrating two years of activity through a Zoom meeting on 10th June. The PPG was involved in the early planning stages of this project but has lost touch during Covid. Any PPG member interested in joining the meeting should contact Susie.Dufort@ageuksheffield.org.uk

1. **DATES, TIMES AND PLACES OF NEXT PPG MEETINGS (NG)**

The remaining two Steering Group Meetings for 2022 will take place as follows:

Thursday 14th July

Thursday 20th October

Both at Falkland House at 7 pm

It was agreed during the AGM that PPG meetings would continue to be held on Thursday evenings for the coming year.

Margaret Booth

28 May 2022