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**FALKLAND HOUSE SURGERY**

**PATIENT PARTICIPATION GROUP**

**Notes of the PPG Steering Meeting held on**

**Monday 6th February 2023**

**at Falkland House Surgery**

**Present:** Jan Bergstrom (JB); Margaret Booth (MB): Rachel Cadman (RC); Meg Crook (MC); Mandy Dakin (MD); Nigel Dakin (ND); Nigel Gater (NG); Enid Hirst (EH); Peter Nightingale (PN); Pearl Woodward (PW); Carol Wymer (CW)

**Guest:** Jean Gater (JG)

**For the Practice:** Zoey Hall, Practice Manager (ZH)

1. **WELCOME (MB)**

MB chaired the meeting, and welcomed members, particularly new member Meg Crook.

1. **APOLOGIES (MB)**

Hilary Dawson, Mike Dyson. Rachel Cadman and Pearl Woodward were unavoidably delayed but attended the last hour.

1. **INPUT FROM THE PRACTICE (ZH)**
2. Flu and Covid injection programme Autumn 2022 – how did it go?

1,396 flu injections and over 1,000 covid were administered. A great result (meaning that the Practice also benefits financially to the tune of £10 per flu vaccine – minus vaccine costs). Thanks to our PPG volunteers. It was agreed that the Newsletter and waiting room screen should be used to publicise the result**. (PW/MB)**

1. It was suggested and agreed that as the Practice will order the next flu vaccines in the summer, that the importance of patients getting their jabs at the Practice should be included in the summer edition of the Newsletter as well the screen. **(PW)**. The Practice would also purchase a new banner for outside the surgery building. **(ZH)**
2. Surgery building programme update.

Surgery has revised their original plan due to high price and increased mortgage rate. New quotes being pursued for developing right side and/or garage areas, therefore no start date yet. Need at least one more room to be able to house a proposed extra registrar.

1. Prescription arrangements update.

Item to be discussed fully at next PPG meeting when Dr. Cossham will be in attendance.

1. Encouraging patients to use on-line services – can the PPG help?

At present 2,265 patients are on-line. Jan Bergstrom, Dave Darwent and Mike Dyson (all IT specialists) could assist in this matter. News of this could be advertised in PPG Newsletter. **(PW/ZH)**

1. Celebrating surgery success – strategies.

Use of PPG newsletter, surgery screen, notice board will continue. Advertise Flu Jab Programme through Summer Newsletter and information will be on waiting room screen. Waiting Room notice board could also be used to display large print format. **(PW/ZH)**

1. Phlebotomy arrangements – feedback from Richard Kennedy (MB)

Nothing has changed, ideas are still being looked at by Healthwatch. **(MB)** to follow up. Useful information re access to Hallamshire Hospital is that No 6 bus from Bents Green takes only 15 minutes.

Service runs daily excluding Sundays. Full details of route and frequency of service could be included in next PPG Newsletter **(PW/ZH)**

1. **Approval of Minutes of the last meeting of 20/10/22. (MB)**

Approved by NG and seconded by JB.

1. **Matters arising (not addressed in main items). (MB)**

There were no matters arising.

1. **Treasurer’s report. (RC)**

Balance of funds on 16/01/23 stands at £1,774.37 including Christmas quiz; boosted by monies no longer being reserved for maintenance of defibrillator, and funds set aside for safety rail at front door (now being included in building quotes.) As nearest Lloyds Bank branch is at HIllsborough any extra quiz monies could be paid into account through Post Office **(RC)**.

1. **Communications Officers report. (PW, ZH, MB)**
2. Newsletter, Web page, waiting room screen, noticeboard.

Newsletter produced by PW and ZH on 07/01/23. ZH is producing website in date order.

ZH also changing power-point into video format for Waiting Room screen.

PW will produce Newsletter pages in A4 format for Waiting Room notice board. Suggested that information re Pre-payment prescription charges could also be displayed. **(PW)**

Suggested that ‘A Day in The Life’ article relating to one of the Doctors could be written for display on the notice board. **(PW, ZH)**

1. Services available to patients.

Agreed that more information re patient services should be displayed on Waiting Room notice board **(MB, ZH, PW)**

1. **Updates on Links and Communications.**
2. PVPCN update (MB) and website (NG)

MB concerned re lack of response to her Email to Elaine Atkin. **(MB).** NG having perused the PVPCN website, reported that there is little useful information contained in it, and that the section headed PPGs had no information at all.

1. PVPCN and Zoom Meetings (EH/HD)

EH, who attended both Zoom meetings, thought the exercise was hastily planned and that despite much discussion nothing meaningful was decided. Despite requesting feedback none was received from Co-Create (who ran the sessions) or from Elaine. MB will try to ascertain which PVPCN surgeries have a PPG. **(MB)**

1. PPG National Network (JB)

Despite investigating the website, there appears to be little information regarding a national network of PPGs and their purpose. There is information regarding some activities which take place in a few smaller PPGs but nothing of any national relevance. ZH informed us that the surgery pays £60 per annum for annual membership.

1. Other feedback from members.

No further feedback.

1. **The Christmas Quiz (EH and the sub-group – MB, HD, PN, PW, CW)**
2. Feedback on the quiz 2022.

EH as leader had aimed for an optimistic target of £1,000.

New additional outlets had been pursued, mostly with great success. Individual members had raised much more than previously. The target had been surpassed with ease. Overall a huge team effort and a great success!!! Well done to everyone!!

1. Financial Outcomes and decisions on donations.

£1,123.95 has been raised (so far).

After much discussion it was agreed that both The Archer Project and the S2 Foodbank should receive an initial payment of £300. **(RC).** These amounts could be increased later, dependant on costs of other PPG projects throughout the coming year.

1. Looking forward to 2023 and d) Other fundraising activities.

These items were left to the next meeting as time constraints were against us. **(MB)**

1. **The Garden Project. (NG, JG and the sub-group – JB, PW)**
2. Progress to date

Up-to-date list of members who have now volunteered – MB, MC, ND, DD, HD, PN.

Limited progress has been made since the initial clearance of leaves and completion of the front garden container whilst clarification of volunteer insurance cover was pursued.

1. Insurance cover for volunteers.

ZH has now clarified that volunteers are covered through the Practice Public Liability Insurance.

1. Possible links to High Storrs Gardening Group and Bents Green Nursery (DD)

DD not available to feedback re this aspect. **(DD)** for future meeting.

1. Next Steps.

Now that plans for surgery extension have been revised, Garden Group to plan next steps for developing back garden.

Working group planning to meet within next fortnight **(NG, JG),** to initially clear leaves at front and left side of garden, dig up large root to left of front gate to enable new garden container to be constructed - **(PW)** to approach husband. Installation/planting by team.

Audit of specialist tools eg chainsaws, shredders etc to be submitted to co-ordinators asap, to avoid un-necessary duplication on working days.

All garden work to be carried out at week-ends or evenings when surgery not operating. **(ZH)** to be approached, when available, to open up surgery for power supply.

Investigate viability of installing water butt in back garden. **(NG, JG and sub group)**

Other tasks – tidy left side hedge; disposal of unnecessary garden bins; summer planting for troughs.

If need arises, approach Doctor Cossham re use of his truck instead of hiring a skip. **(NG, JG)**

**11. PPG Membership (MB, MD)**

1. Current membership and data protection status.

There are 13 active members and 6 virtual.

1. Further ideas and steps to gain new members.

Active members to approach and encourage other patients they think would be interested.

**12. AOB (MB)**

None raised.

**13. Dates for future PPG meetings and AGM.**

Tuesday 25th April

Thursday 13th July

Monday 16th October

AGM; Wednesday 24th May.

All meetings to be held at 6pm to 8pm at Falkland House Surgery.

Nigel Gater 11.02.2023