

Trent Valley Surgery (TVS) Management Committee, Patient Participation Group (TVS-PPG)

Minutes of the meeting held on Tuesday 8 June 2021 at 16:00h remotely via Zoom

Management Group members present:

Caroline Coxon (CC) Chair)
Ruth Dymock (RD) (Secretary)
Sylvia Bone (SB)
Paula Bacon (PB) (Practice Manager)

	Notes	Action
1	Apologies: Carol Breading (CB), Dennis Browne (DB), Sue Ford (SF), Marion Goldacre (MA) (Treasurer), David Greenop (DG).	
2	Minutes: of the meeting Tuesday 11 May 2021 were read. Header date amended, then minutes approved as accurate – to be displayed on the surgery website and surgery noticeboards.	СС/РВ
3	Matters Arising from meeting 11 May 2021: 3A and 3B: Constitution and leaflet: on agenda for this meeting	СС
	3C : Practice representation on PPG. PB told the meeting that currently Dr Anugwa is busy clinically in the afternoons, and that the newly-employed nurse does not work on Tuesday. Ways of finding a second surgery representative to be further investigated.	РВ
4	Practice Manager's update: Building work at Saxilby surgery is nearing completion and awaits final touches such as blinds, as well as new computer hardware. Photos to be put up on surgery website when completed.	РВ
	It was asked if the waiting room would take fewer people as it is smaller, but PB explained that the new layout, without tables, would allow the same number of patients as before (of course at present social distancing is in place however).	
	The meeting asked again about the BP pod, donated by PPG and for use by patients. (This pod is designed to give patients take more of a control/flexibility in their health care, as well as freeing up valuable face-to-face time with the clinician). PB explained that the pod does not fit into the new layout of the waiting room and agreed a place needs to be found for it. Various sites were discussed eg between	

	the two surgeries, potentially allowing collaboration in use by the two patient groups, but this may be a problematic area with public access. There was also an issue of the BP cuff which is made of flexible material and not easily cleaned. RD asked if PB could check if there is an alternative type so we can assess costs. PB also felt that not many patients used the pod, but there was a general feeling that a function of the PPG should be to explain its value to patients	РВ
	Delivery of medications is being extended to surrounding villages as explained at the last meeting. PB confirmed, following last month's query, that there will be no re-opening of a dispensary at Torksey. A new delivery driver is starting, as is also a process where patients can request medications to be left with a next door neighbour, if both agree to this, by completing a form and returning it to the surgery.	
	SB asked if times for collection of drugs at Saxilby, for those who wish, will increase, and PB agreed that these will increase gradually.	
5.	Chair Update/N.A.P.P: N.A.P.P.: CC mentioned the £40 annual payment to N.A.P.P which the TVS-PPG paid last year and which MG is to pay this year. The meeting agreed we should continue this membership, and PB said the Practice is happy to cover this charge: - MG to liaise with PB. CC also mentioned documents sent out by N.A.P.P. during the PPG Awareness week in May https://napp.org.uk/ppgawarenessweek/ which Ruth had forwarded to the group,	MG/PB
	giving guidance on how GP practices and patients might learn from the different ways of accessing primary care which we have all experienced during the pandemic, as well as increasing face-to-face consultations where applicable. A virtual Lincolnshire N.A.P.P. event is being held on 22 June 11am-1pm. RD agreed to attend as CC unable.	RD
6.	<u>Treasurer Update:</u> Still awaiting closure of old account. Fee to N.A.P.P as above.	MG
7.	Constitution Review: Work has been proceeding on this and a copy has already been sent to members for comment. Main changes are (i) the removal of the confusing current layers with the management committee becoming the TVS-PPG, representing and reporting to the main patient body; (ii) attendance by members to be 50% of meetings; iii) a clause on insurance, to be clarified by DG. CC explained that a lot of thought had gone into this and she thanked DG for his hard work and time spent. The meeting thanked CC also. This will need to be ratified at the AGM in September. RD to email the current version to all members. CC asked everyone to feed back comments or queries before the next meeting, and to email back even if nil comment.	
8.	Leaflet/website information: The aim of this has been to make it as straightforward as possible, to communicate what the PPG is all about. RD to email to members, and any comments would be appreciated before it is added to the website. As CC noted, it	

	has been work in progress over a long period. She thanked DG, SB and RD.	ALL
9.	AOB:	
	None.	
10.	Date and Time of Next Meeting: Tuesday 6 July 2021 at 4pm via Zoom. Please	
	send any agenda items or apologies to RD in advance.	
	The meeting closed at 16.40h.	ALL

Date and Time of next meeting:

8th June 4pm 2021

Dates and Times of next meetings:

6th July 4pm 2021 4th August 4pm 2021 7th September 2021 – AGM