

Trent Valley Surgery (TVS)

Management Committee, Patient Participation Group (TVS-PPG)

# Minutes of the meeting held on

**Tuesday 2 August 2022 at 16:00h at Saxilby Surgery**

# Management Group members present:

Caroline Coxon (CC)

Marion Goldacre (MG) (Treasurer)

Ruth Dymock (RD) (Secretary)

 Fred Bridges (FB)

 Lynn Pond (Practice Manager)

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|  | **Notes** | **Action** |
| **1** | **Apologies:** JT and DB.  |   |
| **2**  | **Minutes:** of the meeting 7 June 2022 were read and agreed as accurate.  |  |
| **3** | **Matters Arising:** The Social Prescribing Lead due to speak at the June meeting on Social Prescribing was unable to come. CC had not heard from her since, but it was agreed that there was already a lot of information available for patients which the PPG could monitor and discuss instead.RD had added item on local magazine submissions about prescription deliveries to all non-Saxilby areas served by the surgery, as asked.Other items were on the meeting agenda. |  |
| **4** |  **Practice Manager’s update:**CQC will be inspecting, no date yet.Updating work has been done in the surgery including updating wash hand basins to meet current hygiene requirements, and a hard floor to the entry hall.CC asked that the bicycle rack in the car park should be reinstated.The BP Pod will be sited in the waiting room where the bookcase is currently.  | **LP****LP** |
| **5** |  **Treasurer’s update:**i) MG reported a balance of £438.74 in the accounts, including income of £21.42 for books at Saxilby and £31.40 Torksey. Outgoings were £40 annual membership to NAPP.ii) The book stock is low at Saxilby, CC to message DB to ask if he can sort.iii) The Strawberry Tea, held in July by Sue and David Ford for two charities, raised £325for the TVS-PPG**.** We agreed that enormous thanks were due to them for their generosity, which CC has already written to convey.iv) We discussed the cost of the ECG machine suggested for Torksey and if it might be shared with the surgery. Defib machines were also discussed. | **CC/DB** |
| **6** | **Lincolnshire Integrated Care Systems (ICS):** FB had attended a Lincolnshire-wide CCG meeting on Zoom on behalf of the TVS-PPG: this included representatives from other PPGs. He reported that many surgeries seem not to be giving much support to their PPG. The new ICS in Lincolnshire aim to collaborate more effectively with patients. | **ALL** |
| **7** | **Chair’s update**: CC based this on the TVS-PPG Activities Plan (updated, attached). Please all check. CC asked for a daily message in the surgery, showing figures of appointments not attended each week/month, as a reminder to patients of the issue.Pharmacy same-day requirements: if a pt is seen at Torksey and a drug prescription started, this needs to be picked up at Saxilby (or at pharmacy usually attended by pt). It was felt that mostly this did not cause a real issue, but on the other hand there is no equivalent to the SIGNS (Saxilby and Ingleby Good Neighbour Scheme) to pick up medication for a patient without transport. A similar project that the Elms might run was suggested.Patient feedback to surgery this month: item of praise, also one comment where better signposting could have been used at reception when a vulnerable patient needed information. | **ALL****LP** |
| **8** | **AGM:** Revised date to be Tuesday 11 October 2022 , time of 5pm to be confirmed. This is also the next meeting of the TVS-PPG which is now every two months.Speaker: suggestion that this might be on the subject of Carer Assessment at TVS, possibly by a clinican.Those willing to continue to stand on the management group include: MG, DB, and FB. CC and RD both gave notice of their intention to step down after the AGM, leaving Chair and Secretary posts vacant. These to be advertised. | **ALL****LP/CC****RD** |
| **9** | **AOB**. **None** |  |
| **10** | **Date and Time of Next Meeting: Tuesday 11 October 5pm, time tbc** (see above)Next meeting is the PPG AGM at Saxilby Surgery, RD to send out comms.Please send any agenda items or apologies to CC or RD in advance. The meeting closed at 17.00h. | **RD****ALL** |
|  | **Date and Time of next meeting:** **Patients are invited to the TVS-PPG AGM to be held at the surgery on 11 October at 5pm. Because of space / covid restrictions, could you kindly let us know if you are planning to attend by emailing****PPGTrentvalley@gmail.com****, or leaving a message at either Torksey or Saxilby surgeries."** |  |