

Appletree Patient Participation Group (PPG) **Minutes of the 6th Meeting, 29th June 2011**

Attendees: Steve Leather, John Beavis, Marjorie Whitby, Ann Martin, Wendy Palmer, Martin Thorne, John Raw, Margaret Raw, Elena Whinfrey, Ben Wilkinson, W Stuart Holmes, Ruth Blackwell, Claire Stevens, Alex Baves, April Peake, Jenny Humphreys, Marian Chesters, David Greatorex, Philip Mucklow, Terry Kelly, Suzannah Macken, Maxine Cheesbrough.

Apologies: Dawn Payne, John Rowlands, Lynne Lee. Di Hancock

1. Meeting process – review how the meetings are run.

- i. Vice chair David Greatorex led the meeting, Stephen Leather (Practice Manager) in supportive role, Dr C Stevens representing the GPs.
- ii. Treasurer required, Philip Mucklow volunteered. PPG bank account required; means of raising money yet to be decided.
- iii. Decision taken to record minutes of meeting in a secretarial capacity, Jenny Humphreys volunteered. Both appointments were agreed by all present.

2. Review of Duffield carnival – process and feedback.

- i. Review by John Raw and Terry Kelly who were present in the PPG tent at Duffield carnival (Saturday 25th June, see notes previously circulated). The aim of the tent was to promote the awareness of the PPG and its role; there was a rudimentary questionnaire to get the conversation going with attendants.
- ii. The PPG tent was a success – visitors of all ages welcomed the tent, feedback was received that the public were pleased to know of a PPG and found it helpful to meet Practice staff in this environment. Health checks (blood pressure, body mass index) were taken up by some, first aid demonstrations on resuscitation dummies by First Responders were well received; representatives had to be proactive in approaching people.
- iii. Improvements for next year (and Little Eaton 02/07/11 if possible): ID badges for PPG members as well as practice staff, and possibly coordinating T-shirts; a more visible presence is needed e.g. a larger, elevated, waterproof sign.
- iv. Ideas to promote the PPG tent at next year's carnival welcomed, including possible use of the Ecclesbourne School website and announcement in school assembly.

3. Communication – how can we get the message out and back again?

- i. Although PPG members are not nominated, they are nonetheless representative of the Appletree community and should accept some responsibility for spreading the news of the PPG and its work.
- ii. There is a need to reach *all* members of the Appletree Community (numbering some 11,000) including those outside of Duffield and those who do not visit the practice.
- iii. There is ongoing discussion about ideas for how to achieve this – suggestions include use of community/parish/church newsletters, notices in libraries, newsagents, chemists, village notice boards, use of letters placed in primary school children's book bags, a link from the Ecclesbourne School website, use of groups such as the WI,

representatives in social centres e.g. coffee mornings at the Weston Centre, information from other health professionals e.g. health visitors, practice-based staff and so on.

- iv. There is now a link to the Appletree PPG at the internet address <http://www.appletreemmedical.co.uk/ppg.aspx> which can be used to deposit PPG meeting minutes and other relevant information. This has the potential to develop into an online forum for all patients, not just those attending PPG meetings, to raise concerns and receive information or get involved. Consideration will be needed as to the editing of any information being posted there; volunteers of the PPG may be needed to work through this, possibly in liaison with Lianne Burke the Appletree Practice IT manager.
- v. All PPG members are asked to feed in by letter/telephone/email to John Raw their ideas for reaching the Appletree community via individual's existing professional/social networks; John will represent this via a pictorial map/diagram.
- vi. It was stressed that the PPG should be viewed as an autonomous organisation running in parallel to Appletree Medical Practice with members taking responsibility to carry out useful work.

4. Appletree update.

- i. Drs Binnie are leaving the practice to pursue more flexible working arrangements.
- ii. Dr Helen Fenwick is starting in September as a salaried GP and Dr Regan is staying on, collectively contributing to a permanent medical staff.
- iii. The practice aims to up-skill its nursing staff and has taken on an additional practice nurse; this will also enable existing nurses to become more involved with chronic disease care.
- iv. Appletree is now a training practice, a prestigious status. It will be under regular review to develop its training of new GP registrars (qualified doctors with hospital experience, GPs in training).
- v. There are Flu Clinics scheduled for October and November – this is a valuable opportunity for PPG members to offer tangible help to the practice in running these clinics and to simultaneously spread the word of the PPG.
- vi. PPG members suggested manning the practice waiting areas to let people know about the group and its work.

5. Specific actions arising.

- i. Agenda items for the next meeting will include a review of the impact of the PPG tent at the Little Eaton Carnival (Saturday 2nd July).
- ii. Also at the next PPG meeting there should be a discussion of how PPG members can offer help to the flu clinics this Autumn/Winter.
- iii. PPG members are reminded to give their ideas to John Raw on how to reach all members of the Appletree community.
- iv. Next PPG meeting is Wednesday 27th July 2011 (7 PM), Appletree Medical Practice waiting area.