

PPG Meeting 18th May 2017 Minutes.

Meeting started at 18:00hrs

In attendance - David May (Chair, DM), Emma Ducklin (secretary, ED), Heather King (Practice Manager HK), Danielle Penge (GP, DP), Janet French (new Chair as from today JF) Lesley Goble (LG), John Masters (JM), Tony Meir (TM), Keith Stone (KS), Debbie Pennington (DP), Sue Cook (SC), Graham Newby (GN).

- Apologies - Lesley Bassett, Denise Groves, Ting Plaskett, John Wilson has withdrawn from the PPG.
- Last meeting minutes agreed.
- Janet French has agreed to take on the position of Chair for 1 year, on the understanding that those present were in agreement - there was no dissent. JF gave thanks to David May for his longstanding position of Chair and his continuing contribution.
- Workstream leads and communications. - JF stated that this needed to be split into 3 groups to focus the PPG to help the Surgery.

1. Communication with general public, the surgery and patients, and the PPG.:

The volunteers who had expressed an interest :SC, DM, LG, KM. It was agreed that Facebook and Twitter were not viable at the present as both needed constant updating and monitoring. HK shared an estimate of the patients currently signed up with email but that clearly left a gap with the balance of 10,500 patients. Discussion followed on the kinds of communication the PPG might like to cover and various methods of distribution.

It was agreed that a meeting would be held of the Comms group to try and more clearly define the remit of the PPG and the questions this raised regarding the need for information from the surgery. DP asked that we do not rely on the staff or HK as they are still getting their heads around the new computer system and there is too much still to learn - this will potentially continue for at least the next 6 months.

2. Building:

This particular project is being managed by Dr. Gaffney and the PPG would be kept informed of developments. JM and TM both expressed a real interest in being part of the project group.

3. Fundraising for the PPG:

As the PPG does not currently have a budget, it was agreed that LG, ED and JF would meet to discuss what might be needed as a result of the outcome from the Comms meeting. DP confirmed that sponsorship could be an option if there was already a clear relationship with a suggested sponsor - e.g. Kamsons

- Healthwatch - TM reported that the meetings were very disorganised, without an obvious Chair a chair to bring the meetings together. There is no more funding at present so these meetings will not be continuing, but if it does start up again in Sept. JF will attend.
- East Sussex Better Together - 3 monthly meetings JF will attend next meeting. This is supposed to keep the PPG's interested and up to date with the sharing of useful information. There is a new structure that is supposed to keep individual GP Surgeries informed, but this is not happening. JF will speak to ESCC which is the driving force of ESBT, to determine when the next meeting is happening.
- Feedback from Go - Live - HK thanks those that helped out in the first week of going live with the new computer system, which went quite smoothly. The issue now is that they no longer have the help from those that wrote the programme as they were only around for the 1st week. Good News with the hacking that happened on Friday, the Surgery was not attacked! Even better news - The self - Checkin system is now working faster and better!
- Feed back from Newsletter - nothing to report.
- AOB GN announced that he is now leaving the PPG, he has been with the PPG from the very beginning and feels it is time to step down. The PPG thanked Graham for his contribution through the years.

The next meeting will be held on 22nd June at 18:00, when it is hoped Amanda Sayer from the Lighthouse Surgery will attend to share valuable insight in to their PPG, how it works and the level of communication achieved with their patient listing. The following meeting will be held on 20th July 18:00 at the Surgery.