

Final Minutes of PPG Meeting – Thursday 26th November 2024, 6.00pm

Present	Barbara Wilson, David Brown, Chris Franklin, Liz Hurst, Bev Law, Gail Lazenby, Yvonne Murphy, John Pollock, Tim Drew (guest)	Responsibility
Apologies for absence	Dr Kate Keen, Dr Metcalfe, Margaret Brown, Lesley Bowes	
Previous Minutes	<p>Previous minutes of meeting on 23rd May 2024 were approved unanimously.</p> <p>A few other planning meetings took place. In July, to prepare for the AGM and on 11th September to prepare for our Open Day.</p> <p>The AGM and Open Day summaries will be covered in the minutes of this meeting.</p> <p><u>Review of action points from previous meeting</u></p>	
	<p>Tim Drew, Chair of Stillington Parish Council, joined the meeting in his capacity of head of a subcommittee of the Community Partnership.</p> <p>Tim’s aim was to understand what problems localised health services have to face and how/ if the Community Partnership could help to alleviate such problems.</p> <p>Discussion took place and Tim was happy to take suggestions back to the Community Partnership.</p>	
Reduction of prescription notice requirement	<p>Current guidelines to remain in place. It was felt best to leave the worst-case scenario of up to 5 days on file but attempt to beat this.</p> <p>It was noted that most prescriptions are available after 2 to 4 days after request.</p>	
Review of AGM	<p>As well as PPG members, Surgery support was provided by Barbara Wilson (Surgery Manager) and Dr Metcalfe, one of the Surgery Partners.</p> <p>In addition, the AGM had 7 patient attendees.</p> <p>The agenda covered the terms of reference, aims, code of conduct and list of PPG members and each member introduced themselves to the attendees.</p> <p>A list of PPG achievements and aims were shared (see below) and questions were taken from the floor.</p> <p><u>ACHIEVEMENTS</u></p> <ul style="list-style-type: none"> • Relationship with Practice team and GP’s • Surgery notice boards and displays • Communications in local village magazines • PPG portal on Surgery website • Trying for funding of flyers, posters, laminator, inks etc. • Open day planned for 3rd October <p><u>AIMS for 2024/2025</u></p> <ul style="list-style-type: none"> • Increase patients use of NHS App • Help free up GP time to see more patients • Promote and advertise remote Prescription reviews • Improve demographic of PPG membership 	

	<ul style="list-style-type: none"> • Shorten (on most occasions) dispensing of Prescriptions • Increase feedback from patients • More funding to promote personal health management • Help patients manage own health by targeting displays in Surgery and village communications • Encourage use of Surgery for vaccinations 	
<p>Review of Open Day</p>	<p>The Open Day was felt to be very successful, giving attendees the opportunity to discuss and understand the range of support services available from Stillington Surgery.</p> <p>More than 50 people attended.</p> <p>Thank you to all patients and organisations who contributed to and benefited from Stillington PPG Open day on 3rd October.</p> <p>There was a steady flow of patients throughout the day with a large uptake of Blood Pressure checks and discussions with stakeholders representing Easingwold District Community Care Association (EDCCA), Sue Ryder, Carers Plus, Mens Sheds, York Against Cancer, Stillington Women’s Institute, Urgent Care Team, Health and Wellness, Social Prescribing, NHS App training and MIND.</p> <p>Only issue for future Open Days is to refresh and add agencies represented.</p> <p>We had lots of positive feedback from patients and, as well as our Surgery Manager Barabara, both our Surgery Partners took time out to attend.</p> <p>Feedback.</p> <p>“Very helpful and friendly. “</p> <p>“We had specific queries about mental health. It has been very useful that you had a person there for us to talk to and not just leaflets “</p> <p>“Thank you for inviting me to this event. It has been great to network with others and promote our services. I would welcome any future invites for other events. It had been well organised, welcoming and friendly event and great location and venue.</p> <p>“Thanks. Tracy- Sue Ryder</p> <p>“AMAZING. Well done”</p> <p>“ provided excellent help to get our NHS Apps up and running. “</p> <p>Thanks</p> <p>“Excellent idea. Learnt a lot from very friendly folk”.</p> <p>“A very successful event. Lots if useful information and helpful</p>	

	<p>people. Well done.”</p> <p>Thanks also to Stillington Community Association and Easingwold Lions who provided funds which helped us to prepare for, promote and deliver the event.</p>	
Expanding use of Primary Care Network (PCN) support	<p>Discussion took place re increasing patient knowledge about potential use of the Urgent Care Team to support Stillington Surgery. Where patients cannot get the appointment required, they can be referred to the Urgent Care Team recently located in Easingwold. This may initially be a telephone consultation.</p> <p>To be communicated to patients prior to next meeting.</p>	JP/BW
Bank Account	<p>Stillington PPG now has its own bank account with £650 on donations. However, we are experiencing some difficulty getting all 3 signatories added to the account.</p> <p>Will be sorted prior to next meeting.</p>	JP/GL/YM
Appointment of Treasurer	<p>Liz Hurst kindly volunteered to take up the role of Treasurer.</p>	
Guidelines of approval of expenditure	<p>Recently issued guidelines were unanimously approved.</p>	
National Association of PPG subscription	<p>The value of NAPPG subscription was discussed. It was felt that no great value was received for the payment made and it was agreed not to pay for any future membership.</p>	BW
Information Display Tables and Boards	<p>Thanks was given to Bev Law and Liz Hurst for the excellent work in updating, tidying and making more relevant the notice boards in the Surgery.</p> <p>Detail of PPG Terms of Reference, Aims Code of Conduct and team membership to be updated on Surgery website and displayed on Surgery notice boards.</p>	
Next Communication Subjects	<p>Respiratory Syncytial Virus vaccination, notice board content and use of Urgent Care Team to be subject of next communication.</p> <p>JP to liaise with BW for appropriate wording.</p>	JP/BW
AOB	<p>Proposed leaflet describing Stillington PPG to be circulated for team approval as part of our commitment to widen knowledge of PPG <i>activities and diverse membership. Rough pricing to be obtained and approved.</i></p> <p>Provision of magazines in the waiting room and changing telephone music to be considered/actioned. 2nd December</p> <p>Representatives to attend Neighbourhood working and integrated teams meeting at Hovingham on 2nd December.</p>	JP BW JP/BW
Date of Next Meetings	<p>Thursday 6th February at 1.00pm at the Surgery. (may be in the Portakabin).</p> <p>Thursday 7th May at 6.00pm at the Surgery</p>	All All