

Kingsdale & Perry Park PPG Meeting

Minutes of meeting held on 19th August 2019

Kingsdale Surgery, 422-424 Kings Road Great Barr B44 0UJ

Attendees		
Lynette Pallett	LP	Practice Manager
Simon Hammond	SH	PPG Lead
Jack Foxall	JF	PPG Member
Janet Summers	JS	PPG Member
Apologies		
Mike Nash	MN	PPG Member
Andre Knapp	AK	PPG Member
Rodger Wooldridge	RW	PPG Member
Rita Cotterell	RC	PPG Member
Tony Cotterell	TC	PPG Member
Liz Warner	LW	PPG Member

1.	Welcome and Apologies - SH
	<p>Simon opened the meeting thanking everyone for coming and apologising for the long delay since our last meeting. Unfortunately, due to transitional periods with both the practice and SH it had been difficult to arrange availability for meetings.</p> <p>Apologies received as above</p>
2.	Terms of Reference
	<p>Simon explained the subject for the meeting was to discuss and agree the Terms of Reference document.</p> <p>Discussions took place around whether members would be required to sign up when joining the group and if the document should be limited to 1 page. It was decided signatures could be considered onerous and patients may lose interest should the document be too long. The audit trail for new membership would be documented in the group minutes during the monthly/Bi monthly meetings,</p> <p>Simon would work on amending the document and let the team have a copy.</p>
3.	Mission Statement
	<p>The group all agreed they were happy with the proposed Mission Statement detailed below.</p> <p><i>“The PPG is here to represent all patients, to give us a voice in how the practice is managed and services delivered to you, the patient. “</i></p> <p>Discussions took place around ways to recruit new members listing ideas as follows.</p>

	<ol style="list-style-type: none"> 1. Virtual Membership with options of either dial in on the phone or skype 2. Advertise at local community centres 3. Practice to look at local representation i.e. pharmacy, supermarket 4. Using the patient clinical system to invite people via Patient on Line 5. Iplao messaging 6. Practice Notice Boards 7. Open Morning <p>It was agreed all avenues would be explored with a view to gain more members for the next meeting</p>
4.	Update from Surgery on Developments
	<p>LP advised the following</p> <ul style="list-style-type: none"> • The practice will require all members of the group to sign a confidentiality agreement to ensure the security of patient data whilst on the practice premises. • Recruitment is still proving to be a bit of a problem but the practice is hopeful they will be able to secure permanent replacements soon. • The practice is considering holding a MacMillan coffee morning at the end of September which may be a good time to try and recruit new members into the group. • A CQC visit to the practice was due between now and the end of the year and inspectors may wish to speak with group members during the visit. LP will advise as soon as notification comes through of the planned date.
5.	Future Meeting
	<p>Discussions took place regarding the format of future meetings and it was agreed Bi Monthly meetings would take place with every other meeting being virtual. LP to set up a PPG Email account.</p>
6.	A.O.B.
	<p>JF asked if LP could bring up discussions with the GP Partners around Disability Parking as there was none available at either site.</p> <p>LP will bring up the subject at the next partners meeting and feed back to the group.</p>

Date and time of next meeting

Monday 21st October 2019 – Virtual Meeting

Email address / phone number to be advised