

**Culverhay Surgery  
Patient Participation Group  
Minutes of Meeting held:  
Tuesday 21<sup>st</sup> February 2017.  
6.45pm**

**Attendance from Practice:**

Caroline Pearmain, Practice Manager (CP)

**1) Apologies:**

Michael Sykes (MCS) Peter Beresford (PB) Jenny Dadd (JD) Helen Berwick (HB) Graham Cook (GC) Gregg Packham (GP) John Bridges (JB) Anne Slann (AS) Philip Kendell (PK). Robert Maxwell (RM) Sue Hope (SH)

**2) Patient Group:**

Derek Higgs (DH) Gwen Bridges (GB) Christine Kocik (CK) June Kent (JK) Dave Johnson (DJ) Scott Bryce (SB)

**3) Welcome:**

DH Vice Chairman opened the meeting with a warm welcome. Our guest speaker Sarah Haden from Active Gloucestershire had cancelled today due to ill health and requested she be able to come to our March Meeting. We also have Village Agent Jane Creed attending and it is our AGM but it was felt that we could facilitate this request.

**Action: GB to confirm.**

**4) Adoption of the Minutes 20<sup>th</sup> December 2017.**

Minutes were adopted and signed by Vice Chairman (DH) there were no amendments.

**Action: GB to pass to KH**

**5) Matters Arising:**

**Surgery Update:**

**i) Building:**

CP advised that the building work is progressing slowly, the plans are back with the architect for fine tuning to consider the issues raised by the patient group in terms of the porch on the front of the building which may require planning permission and a few other changes, this

should be completed by 31 March and on 1<sup>st</sup> April it will go out to tender. NHS England require three quotes in 4 weeks time for them to be able to come back with the successful tender. 1<sup>st</sup> June should be when the work can commence depending on the appointed builder's availability.

How the work will be organised will require planning and potentially weekend working and evening work, possible overnight may be needed. The time scale of the works is estimated about 4 months.

**ii) Retirement**

Judy Drinkwater Practice Nurse is retiring end of March. Judy has been working one day a week on a Tuesday. There is now a vacancy for a practice nurse 15 hours over 2-3 days so this will be a boost to the practice nurse team.

**iii) Pneumococcal Vaccine.**

The clinic for this has been cancelled as there are issues in obtaining the vaccine. The company Sanofi Pasteur split the business and there are no vaccines available nationally.

**6) Newsletter**

GB was unsure where we are with the newsletter as she had not had contact with GP. GP had given his apologies for this meeting via GC and said that his computer was not working.

The Newsletter was in limbo as there had been a hiccup due to Anne Robinson leaving her post as the Village Agent. The Newsletter was all ready to roll but it was felt that the information needed to be up to date. GB had contact Jane Creed the new Village Agent and asked if she wanted to update the information for the newsletter. Jane Creed, due to pressure of work, did not come back until 21<sup>st</sup> February. Her piece has been forwarded to GP so that this can be used in the Newsletter. We also have an article from Active Gloucestershire worker Sarah Haden for our next addition of the newsletter. Sarah Haden and Jane Creed will be attending our next meeting.

A question relating to the distribution of the newsletter was raised and we recapped on previous discussions and also considered potential other venues and services we could use to promote the patient participation group. DH said that he would like to distribute a copy with the Hawkesbury Upton magazine. It was felt that 20 copies would be sufficient for Hawkesbury.

JK offered to distribute copies throughout the Town.

DJ said that he would distribute to Wickwar Village Hall and possible other places.

GB agreed to prepare the list of venues where we could ask for them to display the Newsletter.

Other suggestions were: Memory Clinic, local shops, Village Halls, Evergreens in Hawkesbury,.

**Action: GB to prepare list for next meeting.**

## **6) Newsletter Cont'd**

Other suggestions were:  
Memory Clinic, local shops, Village Halls, Evergreens in Hawkesbury.

GB had also been in touch with Ceri from Keep Warm Keep Well Fire Service and Ceri agreed to contribute an article about the services for the newsletter in the second edition or 3<sup>rd</sup> addition and also is looking at issues around loneliness and the potential use of space at the Fire Station.

GB & CP agreed to contact GP to have a meeting to discuss what next.

A discussion about cost of printing and distribution was had and CP confirmed that the practice would meet this costs. The group felt that in future the potential to raise funds should be considered as there was no longer any funding from NHS to support PPG.

DH mentioned that SH might be able to help with funding or directing us to potential funding sources.

**Action CP agreed to email GP in a day or so with a date for a joint meeting.**

**GB to follow Ceri up in March re an article.**

**DH to contact SH asap.**

## **7) BJ of GP article on the Role of PPG.**

There was no feedback from the group regarding the article and GB requested that members consider what they want from the PPG or they

think they may be able to contribute to the PPG in terms of supporting both the practice and the patient group. Times are changing and money is getting more and more pressured. The pressure is now on savings and community development and involvement to deal with issues that are “swamping” the NHS, long term conditions, loneliness, an ageing population. There was a brief discussion on how we might be able to contribute and everyone agreed to give it some thought.

## 8) Gloucestershire Patient Participation Forum Meetings

GB had previously circulated to all members the dates of the next meetings and had emailed members to see if anyone wanted to attend. RM had responded and said that he was willing to be seconder to GB. GB said that anyone can go and it is not necessary for them to take Minutes as the Minutes follow some weeks later. However a brief overview would be welcome.

Next Meeting:

21<sup>st</sup> April - Theme- Cancer

28<sup>th</sup> July - Theme Sustainability and Transformation Plan

27<sup>th</sup> October – Theme – Planning for Winter

All Meetings start at 10.00 and are held at Churchdown Village Hall.

**Action: Members to let GB know if they wish to attend any of these meetings.**

## 9) AGM Next `meeting – Election of Officers.

The Papers have been circulated to all members by GB prior to this meeting for completion return to CP (dates on paperwork).

DH confirmed that he was prepared to continue as Vice Chairman and GB confirmed that she would be prepared to continue as Secretary and DJ said that he would continue as Treasurer but so far there had been no role due to their being no funds. We discussed the possibility of there being some funds in the future. MCS had notified members that he would be standing down as Chairman. GB reminded members to speak to the person they might be nominating to ensure that they agree.

**Action: All Members.**

## 10) Guest Speakers at Next Meeting:

Jane Creed – Village Agent  
Sarah Hadden – Active Gloucestershire

**Action: GB to confirm by email with speakers. ASAP**

**11) Gloucestershire Sustainability Transformation Plan**

GB had circulated a plethora of information on this for people to go on line and join in on the survey of what they wanted for our health service. This part of the consultation comes to an end of 24/2/17. Last chance for everyone to take part if not already done so. There are also meetings coming up in future which GB will keep people alerted to.

**12) Any Other Business:**

**i) Stock Piling of Medication:**

CP showed the members a batch of medication , 29 boxes of 28 tablets collected from a patients home. This was only a small part of the total amount reclaimed. The total cost was approx £30.

The members talked about how and why this happens and of the cost to the NHS, the practice, and to us all.

The practice tries to carry out a yearly review on all patients. The local pharmacy also does this.

However the concern is why do people continue to order items that are prescribed but no longer being taken by the patient, for whatever reason.

GB suggested that some patients may feel that if they stop taking a medication and it does not get ordered by them monthly on their prescription request that the practice may stop it and then they will have a problem getting it reinstated.

CP reassured members that this is not the case. Medication that is stopped goes onto a stored medication list and is available for restarting on request.

JK said that she knows of people who order medication they don't need because "the doctor said they have to take it".

The members felt that this is an item that we really could put into the newsletter for general information, reassurance and clarity of the process for patients.

Medication ordered, prescribed and filled cannot go back into the dispensing system and is therefore a waste of resources. Medication can be handed in to the pharmacy and local chemist but it will be destroyed. Preventing it being requested is the only way to save money and waste.

A bid has been put in for Clinical Pharmacist to cover the two practices – shared time has been made by the practice.

**GB: To work with CP to prepare and article for the next newsletter.**

**ii) Safety on Exiting Traffic from Surgery**

GB has been approached as PPG member by a patient (neighbour) about an issue she found disturbing when walking on the pavement crossing the entrance/exit to the surgery. The patient has requested that a sign for those leaving the surgery by car should say SLOW DOWN.

**Action: CP to discuss with practice potential sign posting.**

**13) Confirmation on Next Meeting:  
21<sup>st</sup> March 2017 at 6.45pm**

Vice Chairman .....

Dated.....