

**MINUTES OF THE MANOR PRACTICE PPG MEETING
MONDAY 10TH OCTOBER 2016 AT 12.45 PM
HELD AT ASHFURLONG HEALTH CENTRE**

Present: Jackie Elwell, JoTwist, Gordon Barber, Christine Young, Denny Manning, Tom Forrester, Margaret Escott, Helen Newman, Julie Miller, Anna Cinar

1. Apologies: Alan Cox, David Hall, Dr Nigel Speak, Susan Kay

2. Matters Arising

Minutes approved and signed as a true copy.

TF requested that a hard copy of the previous Minutes could be printed as well as emailed in future. ME, GB & JT requested a copy of the Medications Presentation from last month as this had not been received by email. **DM to send this out to those three members.**

3. Report from the Chair

DM confirmed that the PPG Constitution and Ground Rules had been signed and sent off.

DM asked the committee to encourage new members to join. She confirmed that she had sent applications to the three people who had previously shown an interest and emailed all the virtual group, but nothing had since been forthcoming. DM suggested holding an information session to explain a little more about the PPG and in order to encourage new younger members, perhaps discuss the timing of meetings to ensure flexibility for people to attend the meetings. DM explained that we are ideally looking to recruit two or three more committee members to the PPG. TF also suggested advertising on the patient information screens and newsletters which could perhaps be handed out by reception.

4. Practice News

HN advised the PPG that Ashfurlong car park would be unavailable between the 23rd November and 27th November 2016 due to essential maintenance on the drains. Access during that time will be from Tamworth Road. HN confirmed that mailshots would be sent out to patients and local residents informing them of the likely disruption for five days. She also confirmed that there was a telephone message on the phone system to notify patients.

JM updated the group on the current situation with doctors, as follows:

Dr Mira Pattni – on maternity leave following the birth of her baby boy in July.

Due to return to work next May. In the meantime, Dr Anasuya Dasgupta is covering her leave.

Dr Isobel King – currently pregnant and due to go on maternity leave in June 2017.

Dr Konrad Chmiel - our ST3 GP trainee who is receiving extremely good feedback from patients.

Nurse Hayley – on maternity leave following the birth of baby boy, due to return to work in June 2017.

Nurse Elaine – her annual contract has now expired. The service she provided has been invaluable with ensuring care plans are in place and therefore the doctors are applying for funding to keep this position open and continue the care offered.

Dr Nim Cave is on extended leave due to a close family bereavement.

JM advised the committee that the Manor Practice currently have 16,011 registered patients, of whom 7,500 are on monthly repeat prescriptions; therefore reiterating the need for electronic prescribing to cut down admin time and help patients.

5. Future Health Awareness Event

The Committee agreed on a date for the next Health Awareness Event was agreed as: **Monday 22nd May 2017** and will be on Mental Health.

HN confirmed that she had already had confirmation that Dr Wall would be happy to attend the event although did not wish to do a presentation. However, Birmingham Healthy Minds and Paul Maloney, Private Consultant, had both agreed to do a presentation and support the event.

JT brought to the attention of the committee that she had received information from a Mental Health support group through the post so this might be another avenue to follow for further support of the event. As discussed at the last meeting, JT suggested a sub-committee group to organise the event would be helpful and this was agreed with the following members volunteering: Gordon Barber, Denny Manning, Jo Twist, Chris Young and Jackie Elwell.

6. Christmas Coffee & Cake

It was agreed that committee members would meet up at: **Chase Farm, Weeford Road, Sutton Coldfield, B75 5RL** on **Monday 12th December at 11 am.**

CY kindly offered to book the venue for 15 people.

7. Any Other Business

JM reported that she had not yet had an opportunity to discuss the possibility of nurse availability for Saturday clinic sessions. JM advised she would discuss this with the Partners and report back to the meeting in due course.

JM to feedback at the next meeting after discussion with the GPs and nurses.

TF commented that he had received feedback from a neighbour about the very high standard of care she had recently received at the Practice, and in particular how the reception team had been very sympathetic and caring to her situation at the time. He also commented that on the whole the general atmosphere in the Practice was warm and welcoming and praised the staff for their work.

8. Presentation by CCG regarding Primary Care Engagement Forum

9. Next PPG Meeting – Monday 28th November at 1 pm Ashfurlong Health Centre Seminar Room