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Minutes 22.5.19 PPG meeting - St Roberts House

Present:

Claire Saunders	CS	
Philippa Bogle	PB	Chair
Freda Roach	FR	
Steve Chapman	SC	
Sister Kate Benito	KB	
Dr David Taylor	DT	
Mike Harris	MH	Minutes

Apologies

Dr. Leach
Jean Croft
Malcolm Bottomley
Justin Parks
Tricia Smith
Chris Gilliland
Sherlita Gilliland
Elaine Flanagan

Meeting opened at 6.30 p.m.

Item 1 Welcome and Apologies

PB welcomed everyone to the meeting.
Apologies read - as issued

Minutes of previous minutes agreed as accurate record. Proposed SC seconded by CS

Item 2. Action Points from previous meeting

Electronic date from Living Well not been received. This will be sent on when obtained.

PB attended the Practice meeting and all present were genuinely interested in what the PPG was working towards.

Discussion took place as to how the strategy should be promoted. PPG will actively support the strategy of the Practice once this has been developed for both short and long term aims. As there is so much flux currently within the NHS it is not easy for the Practice to clearly see their way forward but it was hoped the PPG would be part of this and support this going forward.

Next meeting for the Practice is in July.

Discussion took place as to who should attend the Practice meeting. It was felt that consistency of attendee would be best for both the Practice and the PPG in the future. It was agreed that, as there is a new Practice Manager coming in in September, the PPG could work to this date, appointing a member of the PPG to attend the Practice meetings for a period of a year then introduce a rolling programme of PPG members attending the Practice meeting for a period of a year going forward. (*Agenda item for July meeting*).

PPG representative for NAPP was appointed as there was only one volunteer at this time. MH agreed to fill the role and will move registration forward. Another member has expressed an interest in becoming the NAPP but not at the current time due to other pressures. It was accepted that when their situation improves the opportunity will be open to take on the role for the PPG.

With Networking being covered later in the agenda the item re School's outreach will be covered then. Mam had been working in the Practice for work experience and it was considered to be too good an opportunity to miss to take this forward as a role model for youngsters.

Action Points from above:

1. Appoint a 'volunteer co-ordinator' to move on visits to surgery to spread the word (*Agenda item for the July meeting*). PB/CS
2. MH to get registered as NAPP representative MH

3. Create web page for the PPG created and developed with local educational establishments. Schools outreach programme is now taking important part of the PPG and Sherlita Gilliland should be given support to achieve as this is potentially a very important tool for the PPG (*Agenda item for July meeting*)
PB/CS/SG
4. Check with CCJ re roles to promote medical opportunities. **CS**
5. Develop promotional material re Mam in the Practice. **CS**

Item 3 - Practice update

Staff and recruitment

Various roles are being recruited currently, Business Manager, Nurse Manager, and Registrar

Some Administrative staff are remaining involved in other roles but sadly some are leaving.

Dr Parsonage hopefully will be a GP Retainer and Dr Greaves is now a GP Retainer.

There is now a zero hours relief nurse to help ease pressure on the nursing staff.

Medicine Waste

Recent meeting at Station View with the CCG, local GP practices, Community Pharmacies and members of the public. Push to reduce medicine waste locally.

From 1st September pharmacy managed auto repeats will stop and patients will have to reorder their medication from GP directly.

Good opportunity for Practice to promote on line access.

There is a drive to recover the mobility equipment no longer needed from the public.

This is a valuable resource currently not being recovered and it is hoped that action will get patients to return unused equipment.

Item 4 Online access

Under the new contract the Practice need to have 25% of appointments available to book on line from July 2019.

This is being promoted as patients can already book appts on line, order meds online and view records online.

Item 5 Northern Region Diabetes User Strategy

The Practice had received information from Diabetes UK re the shaping of service to patients which had been sent out to all PPG members. Discussion took place how we could support this through PPG. (See notes on Strategy).

Item 6 PPG and Primary Care Networks

PB had made the point that we as a PPG ought to look to being more 'regional' to fit in with what was coming down the line and try to assimilate the information following for our ongoing direction.

Dr D Taylor gave an outline of what will be happening in relation to the above. There are three other GP Practices we are aligned with:

Leeds Road Surgery

Kingswood Health Centre

Church Avenue Surgery in total, 52,000 patients.

This is supposed to go live in July 2019.

The idea is that services can be maximised by bigger numbers and specialists within the NHS can be used more cost effectively.

There is a requirement to have a PPG for the new network. (*Agenda item for the next meeting*)

(SC left meeting 7.15p.m.).

Discussion followed along the lines of knowledge of other PPG in the Network. There does not seem to be much activity at other Practices but we are not fully aware of their situation so we need to be proactive and see what we need to do to ensure good practice is followed and the work done by our PPG is offered to others to promote good practice.

Action Point

1. As we may know friends who are registered at these Practices. can we find out if their PPG is active and if so how. **ALL**
2. Build up a picture of how the Network PPG could work? **ALL**
3. Talk to admin staff who are patients at other named practices to garner information re their PPG. **ALL**

Item 7 Strategy feedback

PB explained that much was being worked on and achieved in relation to the PPG strategy but, as time went on, there would be less need to have work done on the existing strategy but to review what we have and ensure it remains relevant.

Strategy 1

Meeting to discuss plans with Practice and sub group being organised shortly. **PB/CS**

Strategy 2

1. Consider how to integrate the PPG into short and long term goals of the Practice **CS/MH/PM**
2. Determine numbers of patients in each specialism to provide list of 'hits and success' in reaching numbers of patients via practice. **CS/MH**
3. Write letter for Doctor to issue to their patients with invite to PPG **PM/MH**
4. Write 'wish list' content for Doctor to issue to patient on advise from Doctor **PM/MH**
5. Create means of contact between PPG and patient if interested **CS/PM/MH**

6. Use data collected to formulate plan of action for each specialism that is not medical **IPM/MH/CS**
7. Create group structure to support and contribute to Practice's short and long term plans **PM/MH/CS**

Item 8 A.o.B

Try to establish contact with other PPG in Network if possible. **ALL**

PPG website and how to develop (*Agenda item for next meeting*)

Could the PPG organise a 'day out' to broaden interest based on 'keep well' vision possibly Jennyfield (*Agenda item for next meeting*).

Volunteering at King's Road to encourage 'online' registration **ALL**

Package for volunteers to use at Kings Road for online and PPG input **PB/CS**

MH agreed to undertake Vice Chair role - period to be determined. **ALL**

Communicate with Stockwell Surgery to find out requirements for 'open day' **CS**
(*Agenda for next meeting*).

Next meeting agreed 18th July 2019

Meeting closed 8:20p.m.