

ELMHAM PATIENT PARTICIPATION GROUP

MINUTES OF THE MEETING HELD ON THURSDAY 11th January 2018

Present: Chair - Roger Thorneley (RT), Secretary -Liz Waddy (LW),
Ted Sansom (TS), Susan Brock (SB), Ken Walton (KW), Linda Rose (LR),
Brian Rawle (BR)

From the Practice: Dr Rob Spooner, Judith Wood (JW) Practice Manager

In Attendance: Chair, Swanton Morley PPG, Gina Eames (GE)

1. **Apologies for absence received from:** John Mallen and David Sanders
2. **Minutes of the Last Meeting**

Minutes of the last meeting held on November 9th, 2017 were approved and signed.

3. **Matters Arising**

- LW to arrange a date with the Care Home Nurses in the Spring/Summer. It was suggested that this could be done jointly with Swanton Morley PPG.
- LR will pass contact details for local parish clerks to LW so that recruitment posters for the PPG could be circulated more widely
- JW reported that extended hours surgeries have been working well to date.
- GE described the Older People's Forum half day as a great success with a wide number of provider organisations present.
- The PPG noticeboard now has a more prominent position in the waiting room.

4. **Members' items**

- The new draft Terms of Reference were discussed in detail. It was agreed that although formal in nature, they would provide a useful reference document in the future. The group felt that they would not impact on the more informal nature of the meetings. LW will make a few minor amendments recommended by those present and a vote of thanks was given to BR for all his hard work pulling the draft document together.
- BR asked for more information about the "Virtual PPG". JW reported that although invitations to join this are very prominent on the website it had never really taken off with approximately one person signing up per month. It was her impression that most people prefer to attend the meetings if interested in matters relating to the surgery. LR discussed that younger patients are less likely to join, as, on the whole, they have less issues relating to health.

5. **Practice Items**

- JW gave a brief overview of Social Prescribing.
- Dr Spooner described to the group his proposal for an Elmham Surgery Community Garden. This would be based behind the surgery premises on a small plot of land and will be overseen by 3 gardeners for 2 sessions per week. The doctors would refer patients into the scheme. The surgery hopes that the Friends of Elmham will help with set up costs and plans to set up a working group of 12 people who will meet quarterly to oversee the project. This group would include members of the PPG.
- JW is to reduce her working hours in the practice to 3 days a week from March. In preparation for this a new Finance Manager has been appointed to work 4 days a week and current Heads of Departments will take on increased responsibilities.
- The surgery is to change its current computer system (Emis Web) to SystemOne in the near future enabling better communication with other organisations.

6. Chairman's Items

- JW discussed that the surgery was currently offering extra appointments using some of the winter pressures money and these were all filled.
- Cancellation of outpatient appointments at the NNUH has not increased the surgery workload to date and there have been no new issues relating to early discharge of patients. The doctors have made no changes in their referrals to the hospital.
- JW confirmed that the difficulties with Social Care provision are on-going.

7. Any Other Business

None

8. Date & Time of Next Meeting - Thursday March 8th 2018 at 7.30pm