

PPG MEETING MINUTES - 6th DECEMBER 2023

Attendance; Judith Chapman, Ian Morgan, John Lambert, Nigel Burton, Joy Brook, Susan Doran, June Kent, Veronica Underwood, Mandy Phelps, Jennie Ford, Katie Bethell.
Apologies; none

		Action
1.	Welcome – Judith our chair welcomed those present	
2.	Minutes of last meeting – agreed and agreed to post minutes of future meetings on Leckhampton website once approved by committee	To be circulated with these minutes
3.	Matters arising No matters arising	
4.	<p>Surgery Update</p> <p>JF gave a surgery update to include some stats of surgery performance as attached.</p> <p>There is currently a full complement of staff, but recent illness has caused a few problems.</p> <p>An air purifier for the main practice office was suggested. JF responded that this would not be possible due to cost.</p> <p>Spring Covid boosters (if authorised by the MHRA) will take place at Shurdington Hall.</p> <p>Comments;</p> <p>It was pointed out that the No10 bus goes to Shurdington Hall. Discussion was had around holding the covid clinics nearer to the surgery to encourage patients to walk.</p> <p>Agreed surgery car park was too small. Shurdington Hall was thought to be a good compromise as large car park and in and out facility as well as waiting areas after vaccination</p>	,
5.	<p>Gloucestershire PPG update – Ian Morgan</p> <ul style="list-style-type: none"> • The primary care strategy group presented to the Gloucestershire wide PPG meeting in November the 5 year strategic plan for Gloucestershire. The plan that covers 20224 – 2029 can be found on their website. • The Primary care reference group which includes all PPG leads are looking at 6 strategic themes. It was made clear that these would not include lack of appointments of Dental problems. • It was shared that the demand for GP appointments are up 20% since Covid. • He advised those present that individual GP data can be viewed via GPAD, available online. • The Fairford PPG representative highlighted social prescribing as part of widening options under the Prevention and Proactive Care theme. 	

	<ul style="list-style-type: none"> The next Gloucestershire meeting is January 26th 2024 and he invited any else who wished to join him. 	
6.	<p>Draft Terms of Reference</p> <p>All present were happy with ToR changes and these were accepted by the group</p>	
7.	<p>John Lambert suggestions for discussion;</p> <p>1 Reception area - Patient welcome on arrival.</p> <p>2 Waiting area - to Improve patient experience whilst waiting.</p> <p>It was noted that various pictures had been removed from the waiting room and these were gifts to the surgery. The practice agreed to look for them and to reinstate them if this was possible within the cleanliness regulations. It was noted that dusting the pictures is currently not in the cleaning contract. KB will look into what is now allowed with regards infection control.</p> <p>The group were informed that the TVs in the waiting room have been turned off. The information on NHS related topics used to be free and is now being charged for. The Practice cannot afford it.</p> <p>Mention was made of leaflets on display</p> <p>The removal of the fish tank was discussed. PPG expressed their sadness at this as it is something for the children to look at and it was originally donated by the parents of a young boy who had died. The surgery agreed to look into this. The upkeep of the tank is quite costly and currently there are no fish left. A suggestion was made that if the tank was to be removed a memorial plaque could be hung in its place.</p> <p>3 Attracting younger patients to the PPG – John felt a WhatsApp group would be good to encourage younger members to contribute to the PPG, it will need someone to run this and approve new members. To be looked into further.</p> <p>We agreed to promote the group to all ages and also to discuss timings of meetings at a later date. Some members felt 6.30 would be a good time. JF finishes work at 4 pm and does not wish to stay later in the winter. The possibility of an evening AGM was discussed.</p> <p>PPG will look at putting up posters to encourage younger members.</p>	<p>Consider reinstating the pictures in the waiting room.</p> <p>If the fish tank must be removed consider memorial plaque</p> <p>Consider WhatsApp group</p>

	<p>4 Venue and timings for future meetings – We agreed to look at holding the meeting in another room other than the waiting room for more privacy.</p> <p>The following 3 items were not discussed at this meeting but will go onto following agendas.</p> <p><i>5 BT phone digitalising</i></p> <p><i>6 Appointment booking</i></p> <p><i>7 Possibility of future fund raising by the PPG.- What requirements need to be met in order to fund raise.</i></p>	<p>Arrange meeting room if possible</p> <p>For future discussion</p>
<p>8.</p>	<p>Any other business</p> <p>John Lambert wished to raise an article published in the Lib Dem local newsletter re. the need for a new GP surgery in Cheltenham.</p> <p>Joy Brook wished to raise the length of time waiting for calls to the surgery.</p> <p>There was no time to discuss these two items as the waiting room was filling up with afternoon appointments.</p>	
<p>9.</p>	<p>Next Meeting January suggested date</p> <p>January 31st</p>	