

**TRENT VALLEY SURGERY**  
**Patient Participation Group**

**Minutes of the meeting held at 5pm on 19 February 2019 at Sykes Lane Surgery Saxilby**

**1. Present:**

Paula Bacon (Practice Manager)  
Sylvia Bone  
Dennis Browne (Chair)  
Vivienne Carmichael  
David Greenop  
Natalie Mawer (Practice Nurse)  
David Wall (Treasurer)

**2. Apologies**

Apologies were received from Sue Ford.

**3. Minutes of the last meeting**

The minutes of the last meeting were accepted as a true record.

**4. Matters arising from the last meeting**

**4.1 Dementia Training**

David G reported that although the planned meeting had been cancelled, the key points of the training had been outlined and agreed in an email exchange with Steve Roberts. David G would arrange two sessions which would probably take place in March. The dates would then be notified to the PPG Management Group.

**Action: David G**

**4.2 Mobile Phone Purchase for PPG use**

As previously notified David W donated a spare phone for PPG use only. It was agreed that the number would be incorporated in future correspondence from the PPG Management Group to enable interested parties to leave telephone messages. The phone would be kept at Saxilby surgery and checked for messages on a regular basis.

**5. Wine and Cheese Evening 25 January 2019**

Vivienne reported that the Wine and Cheese Evening had been well attended by almost 40 guests and enjoyed by all. Thanks and appreciation were expressed to Sue and David Ford for planning, preparing and hosting the event in their home. The total amount raised, including donations and the proceeds of a raffle, was £455. This amount excluded the Co-op Community Fund Grant of £100, which was used to purchase wine and cheese for the evening.

**6. Chairman's report**

Dennis thanked Paula for arranging the installation of the high quality tv at Torksey Surgery.

**7. Treasurer's report**

David W handed out an accounts summary with a brief explanation. He reported that he had now installed the book case, complete with books for sale and an honesty box for payment,

in Saxilby Surgery. David was thanked for his work on this project, and everyone present agreed with Paula's suggestion that the PPG should fund and install another bookcase at Torksey Surgery. David W agreed to take this action forward.

**Action: David W**

## **8. Practice Manager's report**

Paula reported she had been contacted by a patient who was interested in joining the Management Group. David W offered to contact this patient to outline the PPG's aims and objectives and invite her to a future meeting.

**Action: David W**

## **9. Future fundraising activities**

### **9.1 Used book sales**

Dennis thanked David W for his work setting up the used book sales initiative, and it was agreed that the honesty box would be emptied after PPG meetings and the proceeds banked by David.

**Action: David W**

### **9.2 Suggestions for 2019 fundraising activities**

A brief discussion on possible fundraising activities for 2019 took place. Dennis's suggestion that a sub-group be formed to draw up a fundraising proposal to discuss at a future meeting was agreed.

**Action: Vivienne to set up a sub-group**

## **10. Policy on GDPR Compliance for Virtual Contact Network Patient Information**

David G outlined his draft Privacy Notice, clarifying that the Data Controller would be the PPG Management Group and the Third Party Data Auditor would be the TVS Data Officer (ie, Paula Bacon or Lucy Holland-Hancock). Those present approved the draft Privacy Notice. Following discussion, it was agreed that a sub-group be formed to develop the virtual contact network to include a policy and procedure for sharing information with patients who had given their consent for this. A draft document would be brought to a future meeting for consideration and ratification.

**Action: Vivienne to set up a sub-group**

## **11. Any other business**

### **11.1 RESPECT Information Leaflet**

Sylvia raised concerns regarding the content of the leaflet that was displayed in the surgeries. Natalie explained that at present there is no standardised procedure for Do Not Resuscitate (DNR) directives. Health authority areas have different procedures for DNR, and the leaflet is intended to clarify that the information is now provided nationally and relates to end of life care. Natalie explained that the information did not relate to acute emergencies and living wills, and agreed with Sylvia that use of the word 'emergency' on the nationally produced leaflet was misleading. Sylvia agreed with Natalie's suggestion that she should use the contact details on the leaflet to ask for clarification.

**Action: Sylvia**

### **11.2 NHS App**

David W explained that he had tried many times to contact the NHS App helpdesk by telephone. He was hoping to find out when the NHS App would be live and available

for patients' use in our CCG area. David said he would continue his efforts to make contact and establish the scope of the App.

**Action: David W**

#### **11.3 Patient Council 5 February 2019**

Vivienne reported that she had attended the Patient Council meeting which had included a presentation on pain management.

The launch of a new national initiative, Healthy Conversations, was mentioned briefly. This project, based on shared decision making and making every contact with patients count, would soon be rolled out locally to engage with the public, inviting the views of patients regarding what services they have now, and what they would like.

A proposed new format for the Patient Council was being considered. Those present were asked to consider how they would feel about changing the venue; having smaller groups to discuss topics; travelling to Gainsborough for a meeting occasionally.

#### **11.4 PPG AGM**

Vivienne reminded the Group that a date had not yet been set for the AGM. She felt that after the poor attendance at last year's AGM, which had not been quorate, the Management Group should carefully plan this year's event in an attempt to publicize the PPG and engage more patients in its activities. Vivienne suggested that a social event organised and funded by the PPG and incorporating the AGM, could be planned for NAPP Awareness Week. It was agreed that this suggestion should be considered by the fundraising sub-group at its first meeting.

**Action: Vivienne to put on agenda**

#### **12. Date and time of next meeting 19 March 2019**

**VC 26.02.19**