

Trent Valley Surgery (TVS) Patient Participation Group (PPCG)

Notes of the meeting held on
Tuesday 23rd July 2019, at 17:30
Trent Valley Surgery, Sykes Lane, Saxilby, Lincoln

Present:

Caroline Coxon (CC) Chair and nominated minute taker
David Wall (DW) Treasurer
Sylvia Bone (SB)
David Greenop (DG)
John Grant (JG)
Paula Bacon (PB)

Apologies

Dennis Browne (DB); Sue Ford (SF); Natalie Mawer (NM)

Notes	Action
<p><u>1. Minutes of the previous meeting</u> All agreed minutes of previous meetings now uploaded on surgery's website and paper copies available on notice boards in both surgeries. PB to finalise last meeting 18.06.19 as agreed true record of meeting. Leaflets for Saxilby Volunteer Driver Scheme / SIGNS available / on display at both surgeries. All other items are tabled on the agenda.</p>	PB
<p><u>2. Secretary</u> Currently advertised on both TV screens in the surgeries with no interest as yet. All encouraged to consider / approach possible interested persons as this is an essential / important role within the PPG.</p>	ALL
<p><u>3. Chairperson's Report</u> No update.</p>	
<p><u>4. Treasurers Report</u> Meeting members agreed to support financially the following requests:</p> <ul style="list-style-type: none"> • Children's toys for Torksey surgery. DW agreed to purchase. • Refreshments for future Dementia Awareness training (£30) • Annual subscription for Google Suite to manage patient data and membership 	DW DW DW / DG
<p><u>5. Fund Raising</u> No update</p>	

<p><u>6. Practice Update</u> PB briefly updated meeting on some staff changes and new recruitment of receptionist. Surgery POD still not operational despite practice actively perusing. PB will continue to chase.</p>	PB
<p><u>7. Website</u> PPG area on the website requires updating. The following was agreed:</p> <ul style="list-style-type: none"> • Voluntary Car Scheme and SIGNS information to be available on surgery's website via a pdf file. • Review current application form for patient membership. • Review PPG leaflet and reduce to one A5. <p>All agreed that the time line for this was a) draft to be circulated to management committee by beginning of September and b) finalised / agreed at September's meeting (17th) in preparation for the October Flu clinics.</p>	DG / PB DG / CC SB ALL
<p><u>8. GDPR (General Data Protection Regulations)</u> DG has drafted a policy document and will circulate for comments. Agreed that all management committee members will read and return comments to DG within two weeks (06.08.19) for finalising at the next meeting. To comply with this meeting members agreed to the subscription of Google Suite. This will require an administrator role to manage. Once an account has been opened DG agreed to demonstrate at a meeting.</p>	DG / ALL DG
<p><u>9. Dementia Awareness Training for volunteers</u> Has been postponed by Lincolnshire Partnership NHS Trust until September – date to be confirmed. All management committee members are invited to attend.</p>	
<p><u>10. AOB</u> SB enquired about the recent notice posted at Torskey surgery regarding the sale of the building. PB updated the meeting in brief stating that the surgery will remain open and any sale <u>would not</u> effect the operation of the surgery. There is a possibility of change of ownership of the building at TVS also and again assurance was given by PB that this will not affect the practice patients at all. PB will consider some communication to practice patients. DG asked for rewording of 'one problem per appointment' on the TV screens. PB agreed to change.</p>	PB PB
<p><u>11. Date and Time of Next Meeting</u> Tuesday 17th September 2019 at 5.30pm at TVS</p>	