

**MINUTES OF THE SADDLEWORTH MEDICAL PRACTICE PATIENT PARTICIPATION GROUP MEETING
HELD AT UPPERMILL ON FRIDAY, 24TH JANUARY, 2014**

1. **Apologies** received from Nicky Collins; Victoria Howard; Tracy Jenkinson; Sue Palfrey and Julia Schofield.
2. **Present:** Joyce Brown; Averil Cunnington; Kath Edwards (Items 3 and 4 only) Royce Franklin (Chair and Minutes); David Makin; Alma McInnes; Joan Darke; Eamon O'Daly; Caroline Wallis and Edna-Simister-Wolstenhulme.
3. **Carers' Group Issues Regarding Dementia** Kath was welcomed to the meeting. Kath had asked to come to the meeting amongst other issues to express concern about the fragmented approach in the borough to dementia which seems to be developing. Apart from Helen Morris from Dobcross; Sue Neilson from Ellen House (C.C.G contact) has an interim role. A 32-paged document has been produced sent to each person with dementia. Question is how reasonable is it to ask those with dementia to take cognizance of it? Bridget Willis from the Mental Health Group also has involvement. Agreed this was not satisfactory but Kath to take these issues forward but David and Royce to mention at the Health and Wellbeing group. To re-enforce the fragmentation view a letter had been received addressed to the P.P.G. from wired (*Putting You First*) asking to visit a P.P.G. meeting regarding carers. Kath agreed to make contact. Joyce is a representative on the group. Royce said he had had a discussion with Joan Reed who has not been too well recently. Joan has family commitments and is heavily committed to knitting on behalf of the carers' group. It has been agreed she will no longer be part of this group. She will remain on the carers' group. Joyce and Eamon feel it appropriate for them to continue on the P.P.G.
4. **Carers' Group Report** Eamon thanked those who support the Christmas party especially Tracey who had donated £70. Finances satisfactory - £3.000 in the bank and £400 paid to the Church for accommodation.
5. **Minutes of the Meeting held on 3rd December, 2013** were accepted as a true record apart from No.11 regarding the 2013 survey. Sue had submitted details of this minute on Royce's iphone which he had not been able to open. Agreed this minute would be approved or amended at the next meeting.
6. **Matters Arising:** (a) **Doctors and P.P.G photographs** Royce now has the disc and will discuss with Sue on her return. (b) **Delph Surgery** scheduled to open on 27th June. This is a fixed date with the contractors incurring a penalty if they late. (c) **E Mail Appointments' System** No update on this.(d) **Innovations Applications** Saddleworth's had now been accepted. There were too many applications for the £600.000 for the Oldham projects. It therefore remains to be seen how much money we shall get. Likely to be implemented in April.
7. **Annual General Meeting** Royce said we can have the Civic Hall Uppermill for a 7.30 p.m. start on Wednesday, 30th April, 2014. Previously agreed self-care should be the topic. Royce had contacted Mark Drury, C.C.G.and whilst he is willing to attend; he feels a qualified doctor would be better to lead the discussion. Royce had e mailed Dr. Milnes at Mark's suggestion but has yet to have a reply. It was agreed Edna, Tracy and Royce would meet to discuss the format. Members agreed the formal part A.G.M. should be held at the same venue at 6.45 p.m. if possible (*Royce has confirmed*). Members of the public would be invited to both meetings. Good publicity needed.
8. **Report Back on Area Meeting of P.P.Gs on 5th December, 2013** Mark Higgins (new member) and David had attended for the whole day. Nicky and Royce attended for the morning session only. The day showed this P.P.G in a good light. We are one of the most experienced in the Borough and meet virtually every measure to judge the group's effectiveness. A further meeting will be held during the summer. The summary recorded by Mark Drury suggested:

- P.P.Gs to consider holding E.G.Ms to identify clear group goals.
 - Mark Drury to write, borrow steal a model constitution and circulate to all groups which P.P.Gs can consider adapting for their own use.
 - Practices to share and discuss practice profiles within their P.P.Gs to inform discussions about diversity.
 - P.P.Gs to consider in practice priorities including having a waiting area room.
 - Mark Drury to approach cluster chairs to ask them to think about how their constituent members can feed into a central cluster.
 - Mark Drury to audit and share a complete list of P.P.Gs in Oldham.
9. **Update on Current Survey** Royce and Tracy had met. 80 replies. Considered sufficient by the practice. At this early stage issues which might be considered include:

- Wellmen's clinic - by whom, would this be run? Would nurse suffice? Preventative but would the practice be able to afford this? It should re-direct some men away from G.P. surgeries, giving additional space at surgeries. Need to educate that seeing someone who is not a doctor may be the most appropriate.
- Link with self-care work already going on.
- Notice Board specifically for men.
- Sending out findings to **every man** over a certain age – possibly 65 or those whom we know have replied. Advertised on the net.
- Leaflet specifically for men. This could be done in conjunction with Jason Bromley. This should include reference to carers.

Royce said the practice meeting on 19th March want to approve the findings. Royce will attend. As per the 2 previous years it is necessary for the P.P.G. to see the paper and to indicate they have been involved and accepted the findings. This has to be recorded in minutes which are submitted to the C.C.G. It will therefore be necessary to have an additional meeting. As many members as possible to attend with this the only item on the agenda. 2 p.m. on Wednesday, 12th February was agreed. **(WRONG DATE GIVEN - NOW 12th MARCH)**

9 **Website; Newsletter and Notice Board** Royce said Vicky had not been able to come to this meeting. Nicky Collins had agreed to take over the newsletter. Royce said he had been the main writer with Tracy for nearly 8 years and it was time for fresh ideas. Because the website; newsletter and Notice Board were all linked it was accepted a meeting between Tracy; Nicky; Vicky, Julia and Royce should be arranged to seek a commonality between the 3 methods of communications.

10 **Letters to Patients** Joan Darke and Caroline had met with Debra Green to look at the many letters which went out to patients including the one which was signed for repeat prescriptions. Further meeting to be arranged. Royce said he was pleased the P.P.G. was involved in an exercise which aimed to see how patients might view letters they received.

11. **Health and Wellbeing Report** There is a meeting early in February. David continues to have misgivings about the group. He had been re-assured partly by a member of the Oldham main group coming along to the local group.

12. **List of Achievements** An updated copy of achievements was put on the table. Additional points were agreed: *'works with the practice, Saddleworth School and the Youth Service in identifying carers particularly school children who have responsibility for a parent or other family members' and involved in enhancing the communication with youths in the Saddleworth area and signposting them towards appropriate facilities which will assist them with nay problems they feel they have.'* Royce said these had been agreed with Sue Palfrey. They accepted by the meeting.

13. **Ideas for the National Patient Participation Week – 2-7.6.14** Members reminded to think of ideas for this week.

14. **Virtual Group** Royce said he had expected Mark Higgins to come to this meeting. He and his wife had met with Royce. His wife, Clare, cannot come to meetings; she works on Fridays. They are both involved in diabetes' projects. Clare will be a member of the virtual group. There was then a discussion about keeping to Fridays for meetings. It was agreed Fridays suited most people. Royce said Julia had a new job and would not be able to attend day meetings. Royce said we needed to have a good look at the Constitution before the A.G.M. Sue Palfrey was not a patient at the practice and was therefore ex-officio. He had written to Ali O'Brien to ask whether she wanted to continue on the group. For various reasons Ali had not been able to attend. Without Ali and Julia but including Mark we have 11 members of the group. The constitution allows 14 as a maximum. Royce said there were other aspects of the constitution which needed to be examined.

15. **Request for Drinks at Meetings:** A request was made for a drink at P.P.G meetings. Royce to approach Tracy.

16. **Dated of the next meeting: Friday 4th April, 2014 at 1 p.m. but with a survey only meeting on Tuesday, 11th March, 2014 at 2 p.m.**