

## Minutes of the Baslow Health Centre Patient Participation Group (PPG) meeting held on Tuesday 10th March, 2015 at 6.30pm.

### Present

#### Patients:

Jane Buckham (Chair)  
David Dawson  
Jennifer Harris  
Gerry Key  
Gordon McPhie (Treasurer)  
Keith Maslen (Minuting Secretary)  
Peter Thompson  
Julia Warne

**Staff:** Dr. Jordan

### 1. Apologies for Absence

John Beauchamp Liz Henderson, , Lorna Wilson,

### 2. Adoption of the Minutes of the Last Meeting

The minutes were accepted as a true record following an amendment to 4:2:1. *The number of newsletters delivered was 650 by hand and 540 by e-mail*

### 3. Matters Arising

**3:1. Healthwatch Visit. (item 3)** The report has been circulated to all PPG members with the approval of the practice.

**3:2 E-mail Communication (item 4:2:2).** It is not possible to use a NHS account for PPG use, However e-mails sent to the surgery e-mail address could be redirected to the PPG if required.

**3:3. Committee Photos.(Item 4:2:3).** Gordon has received one photo. Other members were requested to submit a photo to Gordon in the next week.

### 4. PPG Objectives for 2013-2014

**4.1. Patient Experience.** It is thought that the compilation of a directory of available services and activities in the area will be of use to many patients. Keith Maslen will liaise with Lorna Wilson to develop this initiative. **ACTION: Lorna Wilson & Keith Maslen**

#### 4:2. Communications.

**4:2:1. Newsletter.** Gordon McPhie intends to publish the next newsletter after the AGM in May. The focus of the newsletter will be 'caring', to reflect the high number of patients within the practice with caring responsibilities. **ACTION:Gordon McPhie**

**4:2:2 PPG AGM.** Gordon has produced a draft poster advertising the AGM.

**4:3. Involving Younger Patients.** Jane Buckham reported that a meeting had now been arranged to meet with the practice on Friday 13<sup>th</sup> March, to discuss the use of social networking as a tool to increase the involvement of younger patients **ACTION: Jane Buckham**

**4:4. Urgent Patient Transport and medicines delivery.** Jane Buckham, Julia Warne and Keith Maslen had met to discuss the proposals to provide a system where patient volunteers would make urgent prescription deliveries. It was decided not to go ahead with patient transport to the surgery at this point in time as there were several legal and safety issues which needed to be resolved. Keith Maslen has received the names of seven volunteers to deliver urgent prescriptions to those patients in need. It was suggested that invitations to volunteer be sent to the WI, the Senior Citizens Club and to contact Sarah Porter, Clerk to Baslow and Bubnell Parish Council, who may be able to circulate other relevant organisations.

**ACTION: Keith Maslen**

### 5. Practice Update

**5:1. Care Co-ordinator.** The practice has employed a Care Co-ordinator who will be responsible for compiling and communicating the care plans for patients with complex needs and providing the link between the health care, social care and voluntary sector agencies involved.

**5:2. New NHS England GP Contract** (*See attached document*). Baslow Health Centre will not be affected much by the 2015-2016 contract as it is already complying with many of the new requirements

## 6. Medicines Reuse

Pam Purdue, Head of Patient Experience for North Derbyshire CCG, had included in the minutes of the January Dales PPG Network, an article referring to the problems with medicine reuse, as outlined by the World Health Organisation. Dr. Jordan assured the committee that the practice would continue to work with the present scheme. The restriction in types of medicine and their condition was such that it reduced the medicines that can be recycled considerably but it is still considered worthwhile.

## 7. NAPP: PPG Framework Priorities

The results indicated that the main priorities were to encourage new members and to improve, develop and advertise existing support groups closely followed by improving the circulation of the newsletter and to promulgate the work of the PPG.

## 8. Meetings

**8:1. North Dales PPG Network Meeting 20.01.2015.** Copies of the minutes have been circulated. Attention was drawn to the item where lay reps of the GGG Governing body are keen to receive feedback from patients and would encourage PPG Networks to liaise with their PPGs to identify good practice and areas where improvements can be made. The requirement for the practice to write an annual report on its work with the PPG has been replaced by the friends and family test, which Dr. Jordan explained can be done on the tablet at the reception desk or on a card which is alongside the tablet.

**8:2. North Derbyshire Clinical Commissioning Group 21C Project, #Joined up Care**  
NDCCG are holding a public consultation on 12<sup>th</sup> March at the Bakewell Agriculture Centre.

## 9. AGM

The AGM is to be held on 12<sup>th</sup> May 2015. Keith Maslen is to book the Church Rooms if they are available. Dr. Jordan suggested that we should invite Neil Moulden, Chief Executive of the Derbyshire Dales Council for Voluntary Service as our guest speaker. The partners were asked to give a presentation on the changes taking place in the NHS and how the CCGs plans will affect the surgery and patients. It was suggested that patients be asked to nominate others for election to the PPG Committee.

**ACTION: Keith Maslen. Dr. Jordan**

## Any Other Business

Two virtual members had raised questions about the website which were referred to Karl Rex:

**Q.1.** Why does Carl Rex's name appear in some of the 'clinician' field on the Appointments booking page? **A.** When locums are being used the system does not permit a name that is not registered by the practice with the NHS

**Q.2.** Is it possible to have the days that they are available for consultations alongside their photos on the Doctors Page? This has now been included

**12. Date and time of the Annual General Meeting: Tuesday 12<sup>th</sup> May at 7.00pm.**

**Following the AGM there will be a short committee meeting to elect officers and deal with any other business**

**The meeting ended at 7.35pm.**

**Further Meeting Dates for 2015: 14<sup>th</sup> July, 8<sup>th</sup> September and 10<sup>th</sup> November.**

**Would members please let Jane Buckham [sjbuckham@yahoo.co.uk](mailto:sjbuckham@yahoo.co.uk) have any items for the AGM and following committee meeting agendas by Sunday 3rd May, so that agendas can be agreed and circulated in good time.**