

**Budbrooke Medical Centre - PATIENT PARTICIPATION GROUP MEETING
to be held at OPEN DOOR CAFÉ on Tuesday, 21st Jan 2020 at 1pm
MINUTES**

Invited: Sarah Davies
Dr Henry White
Philip Dix – Budbrooke PPG Chair & SW3PG Budbrooke Representative
Caroline Ingall-Tombs
Pauline Legg
Maria Fennell
Jan Davis
Ernest Petrie - Apologies
Sofie Ward
Chloe Davis - Apologies
Enid Bryan
Alicia Erskine

1. Welcome by PPG Chair (Phill)

- Introduction, welcome and apologies
- Is the invited list (above) correct?

2. Minutes and Actions/Updates from last meeting

- Approve Minutes from last Meeting (Phill) – all agreed and approved
- Traffic Awareness Update (Phill/Maria) – No update, MF to contact Budbrooke PC and Les Cabon for update.
- Patient Questionnaire for Budbrooke MC (Phill) – Agreed can come off the list for next meeting.
- Front of surgery options and car park (Sarah) – This is now done and all agreed the car park looks great, can be removed off next month's agenda. SD also mentioned that a local resident came in and complained someone had parked in their private car parking space, SD informed them that it is an issue they need to bring it up with their Landlord (Management Company), as it is not a Budbrooke MC issue – especially as there is no signage in the car park for the residents parking spaces.
- Patient Access (EMIS) and MC systems (Phill and Sarah) – SD confirmed IT has been an issue following further work on the computers and the problems are still ongoing. SD confirmed further visits are due to try and rectify the issues. PD said he would raise with the CCG. Post meeting note – done and information given back to SD.
- Actions on last minutes for other items (Phill) – all discussed and in place or done.

3. Surgery updates (Sarah and Phill)

- Section 106 application by CCG – Update – SD and HW explained that they have recently had an assessment at the practice and it looks like a porta cabin will be put in the section between the school and the practice which will be used for management and storage which will help with the reception getting so crowded. Currently no more we can do at the moment.
- Open Door Café – Update – The update was that the Open Door is trying to obtain CIL monies. Budbrooke had a meeting with the CCG in regards to Section 106 money as all health care providers must go through the CCG to access. Open Door at this stage have not been able to apply for Section 106 or CIL monies after discussions with the Parish Council, District Council etc. Awaiting further meetings with Open Door café, although this is deemed to be a more long term option with the porta cabin as a more immediate action. SD to arrange a meeting with David Brown to discuss Open Door proposal further. Richard Little and Phill Dix met in December to review plans and have presented updates on the plans to discuss with Budbrooke.
- Flu Clinic – Update – the flu clinic has nearly come to an end. Budbrooke has got as many people booked in as we can. There were supply issues with the child vaccine which impacted on take up. SD also confirmed we are using a new company called Seqirus rather than Sanofi, Seqirus has promised to deliver the flu's all at once in September so that we will have no issues/shortage.

- GP+ - Update (inc Budbrooke MC and Local GP Network Aspects) – AE showed the paperwork she had put together, everyone was happy with how it looked and read, PD to confirm he is happy (Confirmed post meeting). PD/AE discussed trying to condense down to a leaflet and to put it on the website / prescription / TV / Notice Board, etc. As well as being available as a leaflet to be given out
- New GP Contracts and Local GP Networks (from July 2019 onwards) – discussed the social prescriber/clinical pharmacist at the practice, SD confirmed there will be more of an update at the next meeting as there will be changes over the next month.
- Request for additional PPG Members (Phill and Sarah) – 1 person has taken interest so far. All discussed ways to promote it more. AE to send information from the website to put on FB/Twitter and also put it in fb groups. Suggested asking Vic at the pub next door.

4. Research Projects (Sarah)

- Supportback 2
- Flu swabbing
- Step-up Implement - CRP.

5. PPG Specific Email Address and PPG Member Feedback (Phill)

- Are there any emails from patients to discuss? None this month
- Any issues to be raised by Group Members? None this month

6. **Local GP Network and Rural Group - Update (Sarah)** – Can be taken off agenda as a duplicate.

7. **Federation Update (Sarah)** – no longer going to meetings, can be taken off the agenda.

8. **3PG Meeting (Phill)** - PD confirmed he has sent information from last meeting, next meeting is on Thursday 23/01/2020 and PD will send out information when received.

9. **AOB** – MF asked when Amanda Cogley was in the practice. SD confirmed it is every Thursday, in clinic in the morning and admin in the afternoon. No other business to discuss.

10. Dates of future meetings agreed as follows:-

Tuesday 10th March 2020 at 1pm

Actions

- AE to send thank you card to Ken Hope and Gavin Clezy from PPG
- MF to Budbrooke PC Les Carbon regarding traffic awareness
- PD to check GP+ newsletter and confirm with AE - Done
- AE/PD to get GP+ newsletter into a leaflet size to put on prescriptions and hand out as leaflet to patients.
- PD/SD/AE to plan dates PPG meetings for the next 12 months
- Amy B to put information on FB/twitter regarding seeking new members to PPG