

**Parkfield Medical Centre Patient Reference Group
Minutes of Meeting held at Parkfield Medical Centre
Wednesday 6th January 2016**

Present:- Paul Botting (Chairman), John Partridge (Treasurer), Ray Pearce (Minutes), Alex Pitt, Yasmin Kapadia-Jones.

Apologies: – Betina Griffiths, Margaret Smith, Derrick Bache, Dianne Bradbury, Norma Bates

Minutes of last Meeting

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

Matters arising

Nothing to report

Chairman's Report

PPG Member Resignation

Paul indicated that he had been approached by Audrey who had indicated that she wished to stand down from the group and the Committee requested the Chair to write a letter of thanks to Audrey for the years of support that she has given to the PPG.

Solihull Network PPG

Thursday the 26th November 2015 was the AGM for the Solihull Network PPG at which the annual Steering Group election was held. Unfortunately there were insufficient members willing to stand for election to the Steering Group such that it meant that the Solihull Network group would no longer be able to operate independently and as such this would mean the SNPPG would no longer meet.

On the 28th January 2016 all members of the SNPPG were asked to attend a meeting where the election of a Steering Group was further discussed and 5 members were proposed for election to the Steering Group which was carried unanimously. This election means that the liaison between the Solihull North and South medical practices and the CCG will continue independently of the CCG and the Steering Group will continue to be the controlling influence of the Solihull Network PPG.

Practice Matters

Loneliness Club

Yasmin advised the Group of a Sheldon Practice that had set up a Loneliness Club held monthly and run by its medical practice for the benefit of patients who, for whatever reason, it was felt would benefit from a 'tea and biscuits' session run by the Surgery. Currently our Practice is looking at the feasibility of such a scheme being run from our Surgery and to look at likely number of patients who may benefit, costs, staffing together with an appropriate date and time. With this in mind Yasmin was hoping to discuss the scheme with the Sheldon Medical Practice and will come back to us with any results and proposals.

Practice Survey

Yasmin was able to supply the meeting with the results of the latest annual survey for the Practice. The results were very good with by far the majority of patients who took part in the survey rating the Practice as either excellent or very good particularly to the care given and the performance of the receptionist staff. Some points were raised by patients and the Practice will consider the suggestions made. A copy of the survey is available on the Practice web site.

Exercise Group

Due to the absence at this meeting of Derrick, John was invited to appraise the Group of the current financial situation of the Exercise Group. John advised the meeting that there had actually been a small surplus of £68 over the last quarter. The surplus was due in no small part to Derrick and Dianne's 'entrepreneurial' efforts in the sale of 'pre loved' books and CDs, to the valiant effort of Maggie the Exercise Group Tutor organising and financing a raffle and donating the proceeds to the group along with some of the Exercise Group members making a contribution in members fees when they had not attended a session. All in all the

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combined result has put the Exercise Group in a better position than it would have been and the Committee requested the Chair to write a letter of thanks to Maggie for her efforts which were considered to be above and beyond what could normally be expected and additionally the committee wished to express its thanks to the truly devoted and professional way that both Derrick and Dianne have continued to manage the group over the last 12 difficult months with the invaluable assistance of Audrey and Norma. Well done all concerned!

Treasurers Report

John reported that the cost of the Christmas Party amounted to £50 this year which was less than previous years but reflected the reduced income of the group over the previous year. An up to date financial account report for the last quarter is attached.

Secretary's Report (Post Vacant)

AOB

Surgery Computer System

Paul indicated that it seemed Practices nationally seemed to have a 12 or 15 month medication review system which our Practice computer system didn't seem to recognise. When trying to request repeat medication on line the patient was 'prevented' from selecting certain medication where the message 'cannot be requested until reviewed' despite a full review having been carried out some 3 or 4 months earlier. As a result phone calls to reception had to be made to overcome this. It was indicated that our normal review period follows after 6 medication issues and this is in line with guidelines.

Patient Record Access

Currently patient online access to their records is limited but individual increase will hopefully increase in the coming year.

Community Transport

Yasmin indicated that she had spoken to Solihull MBC to enquire whether there were funds available for 'community transport', as expected the answer was negative. The Ring & Ride service was pointed out but, as our experience of this has shown, the cut back service is difficult to obtain. It was agreed that a voluntary system with a list of drivers and vehicles was beyond the scope of this PPG.

Date Of Next Meeting

Wednesday 30th March 2016 at 1pm

PARKFIELD PPG

TREASURERS REPORT TO 31 DECEMBER 2015

Bank accounts:

Current account 671.17

Deposit account 1440.92

Add Subscriptions Ex Group -

2112.09

Less outstanding payments

Tutor fees 100.00

Room hire 210.00

Surgery cleaner Xmas Box 25.00

£1777.09

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Exercise Group Share £682.97

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Exercise group showed a surplus of £68 for the three months, compared to last years figure of a surplus of £27. There was also £6 raised from a book sale. The Christmas Party cost £50 therefore the result for the quarter was a surplus of £24.