

**St James Medical Practice
Patient Participation Group
Minutes Meeting held 21st March 2018**

1 – Present: -

Theresa Banks (TB) Paula Bell (PB) Enid Bright (EB) Jane Chase (JC) Kathey Foley (KF) Pat Fraulo (PF) Jasmine Fulcher (JF) Stella Gutteridge (SG) Ian Gutteridge(IG) Joyce Hunter (JH) Derek Hunter (DH) Anne Lemmon (AL) Rachel Seakins (RS) Pat Simpson (PS) Dr.Frank Tigchelaar Marion Tyrrell (MT) Roy Tyrrell (RT) Margaret Worledge (MW)

2 – Apologies: -

Richard English, Penny Hipkin, Alistair Milner

3 – Minutes of January Meeting: -

The main points of the Minutes were covered by IG and they were adopted unanimously, with no matters arising.

4 – Presentation of JAG Accreditation – Lay Assessing.

The presentation was adjourned until a future meeting in order to clarify whether it would breach the confidentiality code.

5 – Treasurers report: -

SG gave details of the accounts, a copy of which is attached. She then asked for a volunteer to be a signature for the Groups bank account. MW agreed to undertake this position.

6 – Practice Update: -

KF gave details of staff changes with Dr, Galloway retiring and Dr, Followes leaving. This has resulted in some patients being re-allocated to another doctor. She explained how this would be carried out and there was some discussion amongst members about this. TB asked how a decision was made when a patient may have seen 2 or 3 different doctors for the same condition. FT explained that the doctors had a collective responsibility to the patient and they would discuss with each other such cases.

The Practice is at present working extended hours and is open until 8pm every third week.

Outline plans have been approved for the new build and these should get to the planning stage by July.

JF asked if there would be a charging point for mobility scooters and KF thought that there would since the plans include such facilities for electric cars.

IG asked on behalf of another member whether there was an incentive for doctors concerning the referral of patients to hospital. FT said that whilst doctors would always try to avoid hospitalization, there was no incentive to encourage this.

7 – QEH Governors Report: -

As PH was unable to attend IG gave us some details she had supplied.

The Automated Dispensing System is now operating in the hospital pharmacy.

This is a robotic system which picks, dispenses, and labels medication very quickly and so reduces the time patients have to wait before they can go home.

The wheelchair appeal is continuing and is now well on the way to its £24000 target.

An event entitled “Don’t be afraid of cancer “ is to be held 10th May at the Inspire Centre at the hospital.

The paediatric team has won an award for the best training hospital in the east of England.

8 – PPG Awareness week 4th -9th June 2018:

This had been discussed in committee and members agreed with the proposal to support this.

After some discussion it was decided that the programme should be held on two days, with a cake stall on the first day and a health event on the second featuring women’s health awareness. The walk in the park will also take place on the second day.

9 – Any other Business: -

IG informed members that the NAPPG affiliation fee was due and members agreed to continue with this.

KF felt that the PPG notice board was under-utilised. Some new leaflets and notices will be prepared.

There being no further business the meeting closed at 19.25

Next Meeting - May 16th – 18.30

St James Medical Practice
Patient Participation Group Accounts
17th January 2018 - 21st March 2018

Reserve Account	ECR	EDR
Balance brought forward 17.1.18	72.51	
<u>Balance 21.3.18</u>	72.51	
Current Account.	ECR	EDR
Balance brought forward 17.1.18	533.49	
<u>Income</u>		
Book Sales to 23.1.18	143.44	
<u>Expenditure</u>		
None		
<u>Balance 21.3.18</u>	676.93	
Total balance of Reserve & Current Accounts	749.44	