

Belford Medical Practice Patient Participation Group

Minutes

Tuesday, 9 June, 2015 at 2.00 Seahouses Surgery

1. **Apologies:** Stuart and Elaine Robertson, Anne Gladstone, Marjorie Turner, Margaret Coleman, Tish Brown
2. **Present:** Sheena Trotter ST, Rosemary Ellis RE, Elizabeth Nicholson EN, Dennis Cromarty DC, Lorraine Douglas LD, John Bardsley JB, Brenda Stanton BS
3. **Minutes of last meeting** – Minutes for 3 February, (circulated by e mail to those who attended and gave apologies; summary sent to others), were accepted as a true record. (Last Meeting scheduled for 15 April cancelled)
4. **Matters arising:**

Membership:

Virtual Members: 7 of this group respond to emails; 3 Real members have asked to be part of the Virtual group

Real Group: Originally 16 members; 12 members attend regularly, 1 has only attended once,

Recycling of unwanted medicines: Dispensing patients can return medication to Seahouses as well as Belford (but not to Pharmacies). Thank you to Anne Gladstone and Dispensary staff.

5. CCG Patient Group: RE has attended 2 meetings –

2 February – this was well attended and 8 PPGs were represented. Hilary Brown chaired the meeting and there were long introductions; terms of reference were discussed; HB will continue to chair the meetings; CCG will meet quarterly in Alnwick at Bondgate Practice.

Item on 'how money is devolved to practices'; areas of responsibility; the 5 year forward plan*; discussion about Patient Transport and the Ambulance service – RE asked for this to be included in May Agenda.

Minutes produced by Alan Bell were a good record of the meeting.

*LD scanned RE's copy of Plan and sent it to BS who had distributed it to all real and virtual members.

May – RE apologised because she had only been able to attend for a short time because of other commitments.

Ambulance and Patient Transport Services were discussed and maps showing statistics had been distributed – it was generally considered to be very poor.

Minutes of meeting produced by Alan Bell had been circulated to all members by e mail

6. Update/feedback from Practice:

LD outlined recent changes in the Practice and the current situation: Dr Gill now only works 2 days per week (Tuesday and Wednesday), Dr Moss continues to work 4 days, Dr Miller works 3 days and Dr Julia Barth has recently been appointed and works 4 days. Dr Barth has an interest in dermatology.

A new dispenser has been interviewed and appointed to replace Kathleen Allen as the new Medicines manager – Nicola Blair. Shannon – who has been working as a trainee – will also be employed; (Margaret is retiring next year.)

7. Role of Secretary:

BS summarised the role of Secretary:

- Producing Agendas, Minutes and summaries for Virtual group
- Contacting Members
- Writing letters
- Organising meetings/events/speakers...

BS wants to remain as a member of the PPG but no longer has time to carry out role well because of other commitments. She has fulfilled the role since 2006 and felt it was time for new blood. If the role were split it would be less onerous.

RE asked if BS could continue to organise meetings etc since she has the address book/contacts.

To be discussed at next meeting

LD subsequently offered support from Practice: Fiona Reed will come to meetings to take Minutes. Unable to come to next meeting in August – BS will continue as before.

8. AOB :

- **Hearing Clinics/Ear syringing:** LD suggested that anyone having difficulty accessing this service should contact Elaine, (Community Matron), since this fell within the remit of the District Nurses, and is dependent on the workload of the DNs
- **District Nurses:** Concern had been raised about the workload of the DNs. LD discussed this with Elaine and arranged for her to come to the next PPG meeting to tell members about the role of her team within the Practice area and beyond (includes Wooler). This was arranged for August
- **Health Trainers:** organise and provide Health Education, such as smoking cessation; individual programmes or for groups... May be used by the Practice and had helped Wooler PPG to organise a Health Fair. BS will invite them to come to a PPG meeting once some future dates have been arranged.

- Margaret had sent apologies because she has 2 broken arms. She asked RE to tell members about the exemplary treatment she had received both in Edinburgh and the Wansbeck; the excellent patient transport service; care following discharge including physiotherapy...

9. Date of next meeting: 5 August 2015 2pm at Belford. Elaine, (Community Matron), will be available for the first part of the meeting