**The Mortimer Surgery**

**Patient Participation Group**

Notes of the meeting of the Patient Participation Group held on Thursday 23rd March 2023 commencing 18:35 hours.

Summary of Actions Agreed:

|  |  |  |
| --- | --- | --- |
| Minute | Action | By whom |
| 04 | Check footpath to surgery status | NB |
| 05 | Publish minutes on the website | JB / DC |
| Action plan | See HFTF Action Plan | various |

Present

Chaired by Shirley Cullup (SC)

John Bagshaw JB (Vice Chair)

Calum Fraser CF

Mollie Lock ML

Diana Marlow DM

Brenda Neeves BN

Simone Pulleyn SP

Eva Van de Meuren EVM

Jean Wates JW

John Miller JM

Sam Roxborough SR

Holly Raynor HR

Iona Cola IC

Practice Staff. Dr Nick Bradshaw (NB)

Apologies

Eddie Holweger EH

Issy Hinton IH

Mentioned not present

Debbie Cowley (Administration Manager) DC

Rob Wilderspin – Hall letting coordinator RW

Dr Ian Rock IR

|  |  |  |
| --- | --- | --- |
| No. | Discussion Item | Action |
| 01/ | Welcome & Apologies for absence:  SC opened the meeting and welcomed everyone. The minutes were read through and approved. All previous action items were completed. A card was passed round for Gill French for her retirement and signed by all. |  |
| 02/ | Declaration of Conflict of Interest:  None were made. |  |
| 04/ | Surgery Update and Future Plans - NB  NB reported on the continuing state of flux in the surgery. The biggest change will be Gill French’s retirement. No suitable candidate has been found as yet to replace her, but cover is adequate due to the addition of Dr Petter to the staff. The loss of a female doctor with so much experience is partly offset by the return shortly of trainee Anna Maria for a while.  Activity remains high, and an additional task has been the gathering of data on blood pressure. Dr Rob (?) has been off with Covid, and there has been some sick leave amongst the nurses.  The junior doctors’ strike has had an impact on securing referrals to RBH. Consultants have been having to cover which sometimes has meant quicker decisions.  A new telephone system is to start from tomorrow. Conversations will be recorded and the initial message will alert callers to this.  JB passed on a concern about the footpath access to the main entrance which is very uneven. NB to follow up. | NB |
| 05/ | Health for the Future event  See attached action plan.  SC reported on an impressive presentation by Julie Deadfield about the way the independent sector can help the NHS and the issue of patient choice. NB pointed out some limitations to this. SC to confirm final list of speakers with IR  JB presented the poster to publicise the event which was discussed and accepted. There was a feeling that display of posters should be held until after the Coronation events.  JB has liaised with DC to update the surgery website and has included a notice in ‘Latest News’ and ‘Current PPG Projects’ about this event. JB asked if the group wanted minutes of the meetings to be published as well, and this was confirmed.  JB encouraged all PPG members to have a look at the website and comment. | SC  JB  All |
| 07/ | Date of next meeting:  The date of the next meeting is Thursday 25th May 2023, start 18.30 hrs  Progress on planning the event will continue via email |  |

Minutes approved on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chair

Health for the Future – Action Plan

Action Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item no. | Description | Action | By whom | By when / done |
| 1 | Event title, format, location | Title agreed, format specified, hall identified | C’tee | done |
| 2 | Programme | Agenda to be drafted  Update needed, IR to provide final list of speakers | JB / SC  IR/SC | 11/2  asap |
| 3 | Hall booking | 7th June, 5.30 – 8.30 pm  Might need to extend 15 mins for clear up? | JB  tbd | Done  Next meeting |
| 4 | Hall layout | Theatre style, with a lectern and top table (on the stage?) central and side aisles, up to six table displays around the edge for support organisations. JB with Rob Wilderspin to view the hall  Plan of hall layout to be done once support organisation list finalised | JB  JB | done |
| 4 | Advertising – Posters - distribution | Posters around village. EH will distribute these when available, with the help of CF, DM and SP, EH to organise team?  Some to be posted further afield, i.e. Burghfield (Café B?), Padworth, Grazeley  The noticeboard in the surgery has been cleared for use by the PPG | EH, CF, DM, SP | tbd |
| 5 | Advertising – poster production | JB has produced a design. JB to send to EvM for printing and laminating. | JB / EvM | e.o.March |
| 6 | Advertising - MVP | MVP website and newsletter | JB | Feb newsletter done, calendar entry done  Follow up ?April |
| 7 | Advertising – local magazines | Entries for Padworth, Burghfield, Sulhamstead, Village Eye, others? | JB | Next meeting |
| 8 | Speakers | To be confirmed by IR / SC  SC for introduction and Health and Safety  Dr Rock for overview  Sarah Morland – SP  Paramedic  Assoc. Practitioner  Pharmacist  Practice Nurse | IR / SC  SC to ask Dr Rock to confirm | Awaiting response? |
| 9 | Helpers | The younger committee members will setup and clear up –  EH will be away but will organise poster distribution  Any surgery staff input will be welcome! | CF, Sam, Holly, Iona  EH |  |
| 10 | A/V equipment | JB is to survey the hall with Rob Wilderspin and get details of PA system available etc.  New system coming shortly, will send usage guide when in, to JB. Should provide all we need. | JB  RW / JB | done |
| 11 | Support organisations | SC has invited and been accepted by:   * Age UK West Berkshire * Dementia Connect * Time to Talk * Cost of Living Hub   Each will have a small table around the edge of the hall, plus one for leaflets. JB to send poster to each. | SC  JB | Done  Beginning of April |
| 11 | Kitchen / catering | C’tee decided against providing refreshments other than having water available. Small bottles to avoid need for cups. SP can provide these, surgery will reimburse | SP | Event day |
| 12 | Sign in / name badges | Sign in on entry just name and postcode, ML will be at the door to meet and greet and cover this  C’tee members to wear name badges – surgery to provide them? | ML  EVM? | Done  Event day |
| 13 | Hall access and lock up | Keys from Dad’s Shop and return to them | JB | Event day |
| 14 | Parking and disabled spaces | Parking available by Dad’s Shop, and in front of church. Disabled spaces are marked in front of the hall. CF to supervise parking  Additional parking might be available at the Methodist Hall – CF to enquire | CF  CF | Event day  Next meeting |

Provisional draft agenda

Health for the Future

|  |  |  |
| --- | --- | --- |
| 17.30 | Set up |  |
| 18.15 | Doors open |  |
| 18.30 | Introduction and Welcome | SC |
| 18.35 | Mortimer Surgery – How We Can Help You Now and into the Future | IC |
| 18.55 | Associate Practitioner |  |
| 19.05 | Practice Nurse |  |
| 19.15 | Pharmacist |  |
| 19.25 | Social Prescriber | SM |
| 19.45 | Panel Q&A |  |
| 20.00 | Close and time to visit support organisation stands |  |
| 20.15 | Empty hall |  |
| 20.30 | Lock up |  |

Questions will be dependent on time available, JB will be Master of Ceremonies and control mike(s) (with help). If there is time between each talk we will take one or two questions, otherwise the panel will have 15 minutes – any question needing detailed and specific responses can be dealt with one-on-one at the end.