

**Limes Medical Centre  
Patient Participation Group  
Committee Meeting  
12th May 2014**

**Attendees**

Dr J Southcott  
Jill Smith  
David Hoon  
Allan Lloyd  
Andrea Swanson

**Apologies**

Jane Martin  
Angela Hodges  
Malcolm Hodges  
Sue Sherman  
Chris Dowd

**Review and Discussion of minutes (3<sup>rd</sup> March 2014)**

Minutes agreed and ratified by A Lloyd and D Hoon

**Hardwick CCG Choose Well Campaign**

Jill Smith updated the group regarding information about the choose well campaign. Jill contacted Jean Richards at the CCG and asked what the CCG were doing regarding a campaign for Hardwick CCG. Jean advised that a new document had been produced and was in the final stages of completion prior to printing. Once this document was printed it would be distributed to all GP practices in the trust, Jean confirmed that posters for the practice would be available and further supplies of the document would be available on request. Jill asked about a paediatric guide for parents and this was going to be looked into. The purpose of the document is to give clear sign information to all patients about what to do if you are unwell, the aim is to raise awareness of appropriate use of each service and to try and re-educate patients about the use of A and E. The practice has not received anything to date and Dr Southcott was following this up at the CCG meeting on the 14<sup>th</sup> May unfortunately Jean Rogers did not attend so no further update on time scale for the document. The group discussed ways to use this information and ideas such as local supermarket notice boards, Pharmacy, displays in the practice and sending information out with prescriptions could be useful ways to share this information.

## **Resignation of Group chair and Deputy Chair**

Andrea Swanson the group chairperson and Chris Dowd deputy chairperson have both resigned from their positions. Elections of the vacant positions could not take place due to only 4 members present at the meeting. It was agreed that Andrea would E Mail the full group and invite members to apply for the roles. A simple job description was drawn up to help members consider the roles and to know what is involved these will be E mailed out to the group.

On behalf of the group Dr Southcott would like to thank Andrea and Chris for their hard work and effort in their roles and we are delighted that Andrea will remain part of the group.

## **CCG meeting 18<sup>th</sup> February**

The CCG meeting was attended by D Hoon and A Lloyd on the 17<sup>th</sup> April 2014. At the time of the PPG meeting we had not received the minutes from the CCG meeting. Allan and David gave an update on the CCG financial plan and strategic plan, these will be available once received by the practice and will be posted on the practice web site. The group recommends 2 people attend the CCG meeting and the next meeting is 17<sup>th</sup> June 2014.

## **National Association for Patient Participation (NAPP)**

Dr Southcott will arrange for the practice to join the NAPP and then distribute the information to the group.

## **AOB**

Allan Lloyd raised the Limes medical practice PPG and the future of the group. We discussed the need for job descriptions for the group roles and this is being circulated. We discussed the need to relaunch the group to try and attract new members and ensure better attendance at the meetings so that the group can be more representative of the practice. Dr Southcott feels the value of the CCG is to be able to look at issues from a nonmedical viewpoint and to be able to see issues from the patient's perspective.

Dr Southcott advised that we can use the upstairs meeting room at the practice for the PPG meetings and there would be coffee and tea available. Dr Southcott requests that we remind the practice to cover the sensitive board in the meeting room before we have our meetings.

## **Next Meeting date**

**30<sup>th</sup> June 18.30 Limes Medical Centre**