

MINUTES OF THE PATIENT PARTICIPATION GROUP MEETING

Datchet Health Centre
11 June 2014



Michael Shefras - Chair	MSh	Present
Jayne Crampton (Honorary Secretary)	JC	Apologies
Ernie Addicott	EA	Present
Martin Chan (Partner)	MC	Present
Pam Curry	PC	Present
Suresh Gogna	SG	Present
Karen Holmes (Practice Manager)	KH	Present
Bill Joy	BJ	Present
Anita Kapur	AK	Present
Rowena Mignot (notes taker)	RMi	Present
Sandeep Sharma	SS	Not Present
Mark Smithers	Msm	Apologies
Vivien Walton	VW	Present

1. Dr Mick Watts (MW), Senior Partner

MW attended for Items 3 and 4

2. Minutes of last meeting

The minutes of the meeting held on 30 April 2014 were approved.

MSh said he felt while the detailed minutes were useful to members as a record of meetings, a brief summary was all that was required for posting on the DHC website. He produced a sample Executive Minutes for the last meeting.

BJ thought the sample lacked vital detail and offered to produce a précis of the record of each meeting produced by the Secretary and Chair. He undertook to produce précis for this meeting and the January meeting.

It was agreed that, subject to the members approval, the records produced by the Secretary/Chair would be called meeting notes and the précis would become the Minutes

3. Partner's Statement re GP Services for Wraysbury Patients

The members noted with approval the letter the Partner's proposed to have distributed to Wraysbury patients. (It was published on 13 June 2014.)

It was agreed that MSh should draft a reply to the letter to the Practice from the Chair of Wraysbury Parish Council, (Drafted 17 June and sent 19 June 2014).

4. The Future for GP Practices

MW advised that small practices could become unviable under current NHS funding arrangements. He said practices may have to become larger and/or take on more work such as training in order to survive.

Costs and service requirements have increased over the last three or four years while funding has remained static at best.

5. Action Plan

JP reported

- a) The ongoing staff development and training plan has been updated.
- b) Surgery and Clinic times are listed in the Newsletter.
- c) Dr Ferguson had written "Why Appointments Run Late" for the Newsletter.
- d) The induction loop for hearing aid users in Reception is working, but there is no facility upstairs.
- e) Clocks have been installed in the waiting areas.

Although it is the patient's responsibility to follow-up test results, MW confirmed a doctor would phone the patient if there was anything significant. MC offered to write a piece for the next Newsletter.

MSh asked MW if the Partners had any suggestions for the next survey. MW agreed to consider but said they regarded PPG as the driver of the survey. MSh said he would ask patients for suggestions in the next newsletter.

6. Nominations for Stand-in Chair and Secretary

BJ proposed EA as stand-in for the Chair. EA was willing to serve, and in the absence of any other nomination, was appointed. RMi was already covering for JC, and was duly appointed as stand-in Secretary

7. Health Education Evening

MSh reported that final arrangements were complete. JP was concerned that too much additional work had been placed on RMa's desk. For future reference, he would advise MSh on the work that she should not be asked to do.

8. Newsletter

MW said that while the PPG aimed to attract comment, there was a procure for complaints, and the difference should be clearly understood,

9. Date of next meetings

Monday 8 September 2014 at 18:30 in the DHC meeting room.

BJ 22/07/14