



# Minutes

# Boultham Park Medical Practice Patient Participation Group

Wednesday 14<sup>th</sup> December 2011

**Present:**     **Martyn Dilley (Chair)**                             **Patricia Wingad**  
                   **Efe Oteri (GP)**   **Sue Drakes**  
                   **Ray Didcock (Secretary)**                         **Mike Martin**  
                   **Aimee Holland**   **Zena Marshall**  
                   **Mandy Sowerby**   **Margaret Nicholson**  
                   **Jo Casey**

**Apologies:**   **Beryl Butcher**  
                       **John Kirman**

Agenda Items	Action & Owner
<p><b>Minutes of Last Meeting and Matters Arising:</b>            Martyn welcomed all to the meeting. He was disappointed to announce resignations from Tony Gadd and Joyce Dowman, both would be missed, thanks and best wishes went to both, particularly Tony who had been a member of the PPG at Boultham Park since it's inception.            The minutes from our last meeting on 7/9/2011 were read and agreed. <b>Matters Arising</b> were:</p> <p><b>Missed Appointments (DNAs).</b> Ray had discussed under 5's DNAs with Birchwood which had experienced a similar problem but agreed that this was mainly due to the fact that we made the appointments as part of the invitation process. On reflection, Ray had decided not to publish DNA stats on the website as these were misleading given that these included appointments not taken up. Ray reminded the group that a more detailed audit had revealed a relatively good picture at BPMP.</p> <p><b>PRG.</b> Ray stated that numbers were around 150 but 180 were needed based on 2% of our patient list. However, patients continued to sign up. Martyn &amp; Mike were due to spend time in reception on Thursday 17<sup>th</sup> December and both seemed extremely confident that they would achieve unparalleled success! Ray would get to work on an updated draft survey for Aimee to review.</p> <p><b>Search for Frank!</b> Aimee reported that the search for Frank had not yet been successful.</p> <p><b>Appropriate &amp; Cost Effective Medicine Review.</b> Ray confirmed that Di, Avril and Sarah had been contacted following the last PPG meeting after which they attended a Clinical Meeting at the practice. Ray &amp; Dr Jackson were confident that a better understanding of the issues had been achieved.</p> <p><b>Frequency of Meetings in 2012:</b> Martyn confirmed that the meetings for 2012 had been advised and now tie in with Optimus PPG meetings as previously discussed and agreed by the group.</p>	<p><b>Ray</b> to prepare updated draft which will be reviewed by Aimee on behalf of PPG</p>

<p><b>Confidentiality Agreements.</b> These were completed by all those present that had not completed the forms previously.</p> <p><b>Lincolnshire Independent Living:</b> Mike made the group aware of this local, user led, organisation set up to support local people with disabilities. Mike had been involved since the beginning of 2011. 75% of those involved had some form of disability but the organisation included carers and other with an interest. They are currently looking at the subject of peer support and funding was from central government plus some local grants. A lot of the work was voluntary. Mike distributed some flyers and posters.</p>	
<p><b>Supporting Carers Action Guide:</b> Aimee updated the group on this important area, acknowledging the support given by BPMP and the PPG. The guide includes a self-assessment checklist which GP and practices are encouraged to complete. The current Carers log on SystemOne totals 47 and the new patient registration form to be introduced shortly specifically refers to carers. In addition, the practice has a notice board designated to carers.</p>	
<p><b>PPG Achievements 2011:</b> Martyn provided those present with a reminder of achievements over the year. Member numbers had been increased and the group had played an important role in the practice achieving QPA. Several guests had visited our meetings and Boultham Park now attended the Optimus PPG meetings consistently. We had a PPG notice board, a new leaflet rack, a carers board, not forgetting our fantastic new website that had achieved over 34,000 hits since it's creation in April. This and the quarterly newsletter was a model that other PPGs had sought to follow and our Patient Reference Group was nearly complete. All agreed, it had been a good year for Boultham Park PPG.</p>	
<p><b>Election of Officers for 2012:</b> Martyn confirmed that he did not wish to stand for re-election and all present acknowledged the excellent contribution he had made in chairing PPG over the past 12 months. Ray, Tricia and Efe gave special thanks for Martyn's efforts, in particular, the new website and newsletter. Ray also confirmed that the partners had now agreed that on-line appointments (a particular ambition of Martyn's) would be available in January following the appointment of our new GP. Martyn proposed that Ray continue as secretary, this was seconded by Tricia and Ray accepted. For Chairman, Ray proposed Mandy, seconded by Martyn. Mandy would be supported by Aimee who agreed to act as vice-chairman.</p>	<p>Ray to invite Mandy to meeting to discuss the Chairman role in 2012</p>
<p><b>AOB:</b> None</p>	
<p><b>Date of next meetings:</b></p> <p><b>Optimus:</b> Thursday, 1<sup>st</sup> March 2012  <b>PPG:</b> Wednesday 15<sup>th</sup> February 2012</p>	