

# Patient Participation Group

Thattham Medical  
Practice

Minutes of a meeting of the PPG held on Tuesday 16<sup>th</sup> May 2023 commencing at 7pm and concluded at 7.35pm.

Present	David Weller (Chairman), Caroline Dyer (Practice Manager), Jenny Marnock, Judith Denny, Dr Sylvester, Jackie Wood (Minute Secretary) Helen Easson (Vice Chairman), Gordon Easson, Rob Tayton, Jonathan Wilding, Rosalind Lewis, Simon Hollingbery, Hilary Weller, Chris Paice, Rebecca Dixon
Apologies	Elizabeth Hunt,
Next Meeting	Tuesday 25 <sup>th</sup> July 2023 at 7pm

Item No		Action
<b>1</b>	<b>Welcome</b>	
	The Chairman opened the meeting at 7.00pm and extended a warm welcome everyone in attendance.	
<b>2</b>	<b>Minutes of the last Meeting</b>	
	The minutes of the last meeting held on Tuesday 24 <sup>th</sup> January 2023, having been circulated, were taken as read and signed by the Chairman as a correct record.	
<b>3</b>	<b>Matters Arising from the Minutes</b>	
	None.	
<b>4</b>	<b>Membership of the PPG</b>	
	David introduced Chris Paice, as the newest member of the PPG.	
<b>5</b>	<b>Presentation to PPG – Rebecca Dixon Physicians Associate at the Practice.</b>	
	Rebecca Dixon provided the meeting with an overview of her role at the practice as Physician Associate. She talked about qualifications and training necessary, how her role within the surgery assists the doctors and ended by showing a video. Mr. Weller thanked Rebecca for her informative presentation.	
<b>6</b>	<b>Pharmacies in Thattham - Update</b>	
	There have been occasions when people have entered the pharmacy from the waiting room entrance and have in effect 'queue jumped' in front of those waiting outside. Caroline will investigate. It was suggested that a ticket system could be introduced.	
<b>7</b>	<b>Purchase of FeNO Machine</b>	
	The PPG has secured sufficient funding (£538) through a grant/donation to cover the difference between the balance in the Fund Raising account and the cost of the FenNo machine. David has given the practice a cheque for £2328.00. A donation of £600 has been given to the practice from a patient as a thank you for the dedicated and professional way the practice has dealt with the family health problems over the year. They have been thanked.	
<b>8</b>	<b>Treasurers Report (Current and Fund Raising Accounts)</b>	
	David reported that the balances in the Current Account and Fund-Raising Account are £64 and £137 (675) respectively. We are still waiting for confirmation from Greenham Common Trust that the grant has been credited to our account.	

9	<b>PPGF Annual General Meeting Tuesday 4<sup>th</sup> April 2023</b>	
	It was agreed that the AGM had been a success even though attendance was low. There were a few new faces and the presentations were very informative.	
10	<b>Practice Report and Coronavirus Update 16<sup>th</sup> May 2023 Caroline Dyer</b>	
	<p><i>Before Caroline gave her report, David asked to share comments that he had received about the Covid Clinics. He stated that a few people had asked him to pass on their thanks to the practice for the professional and very efficient way that the clinics had been organised.</i></p> <p><b>Dr. Rudgley.</b> Unfortunately, Dr. Rudgley had a cerebral bleed on Saturday whilst he was out on a bike ride. He is being well looked after at the RBH. They are monitoring him closely and they will hopefully be able to start physio soon. We are in close contact with his wife Lisa and will pass on any updates as we receive them. He will be off for the foreseeable future and so we are in the process of finding locum cover to help whilst he is off.</p> <p><b>Next year's targets.</b> The targets for next year are very different to previous years, in that they are focused on improving patients access to appointments and the surgeries services in general. We have the results of the previous patient experience survey and are aware that there are key areas for us to improve on; ease of getting through to us on the phone, satisfaction of the appointment/s given and the general experience of getting an appointment. We are going to need the opinions and ideas of the patients, particularly the PPG. Communicated with our stakeholders will be improving and developing. As part of this, we will be getting a new telephone system put in. There are also other potential changes being discussed to try and improve the patient's ability to make the correct appointment.</p> <p><b>Building work.</b> We have had the plans made up for some building work to be carried out within the surgery and hopefully in the car park, subject to funding. We will be having 2 new clinical room and a meeting room downstairs where admin and reception are now. We would like the block of concrete and tarmac in the carpark flattened and tree roots removed to make a few more spaces.</p> <p><b>Staff update.</b> Duty team are all in place now and working through their inductions and competencies to be up and running by the autumn. Care planning team are settling in well. Jenny Samuels MHP has started now. We welcome a new nurse that specialises in diabetes, Emma Oliver.</p>	
11	<b>Future Presentations to the PPG</b>	
	David asked the committee to email him with any idea they had for guest speakers at future meeting.	
12	<b>External Meetings Reports</b>	

	<p><b>West Berkshire Community Hospital Patient Panel</b> – A meeting was held 9<sup>th</sup> February 2023. A copy of the minutes is available from David on request. A further meeting was held on Thursday 20<sup>th</sup> April 2023 but the minutes have yet to be circulated.</p> <p><b>West Berkshire Community Hospital (MRI Project)</b> -Rob reported that due to the necessity to move a gas pipe, progress had been held up and the work to do this had proved very costly.</p>	
<b>9</b>	<b>Any Other Business</b>	
	Gordon has participated in Our Future Health research program. Our Future Health will be the UK's largest ever health research programme. It is designed to help people live healthier lives for longer through the discovery and testing of more effective approaches to prevention, earlier detection and treatment of diseases.	
<b>10</b>	<b>Date of Next Meeting</b>	
	<p>The next PPG meeting is scheduled to take place on Tuesday 25<sup>th</sup> July 2023 commencing at 7pm.</p> <p>The chairman thanked everyone for their attendance and contributions made and declared the meeting closed at 7.35pm.</p>	
	<p>Signed .....Date: 8<sup>th</sup> August 2023 Chairman</p>	