

# East Bridgford Medical Centre - Patient Participation Group

## Minutes of the Meeting Held on Tuesday 22<sup>nd</sup> August 2017

**Present:** Jackie Wheeler (Chair) Carole Sykes  
Julie Sutherland (Sec.) Rex Barnet  
Mike Handy Johanne Bloor  
Heather Rodrick Andrew Whincup  
John O'Hare Dr. Christopher Cope (\*)

**Apologies:** Gillian Stevens, Carol Habieb

**Minutes of Last Meeting of 11.07.2017:** These were agreed and signed by the Chair. **JB** agreed to have the minutes sent to the vPPG members and posted to the website.

**Introductions:** Andrew Whincup, the new practice manager, was introduced and invited to join the meeting. Committee members identified themselves to Andrew.

### **Matters Arising from the Minutes:**

***New EBMC Services Notification via Village Magazines:*** With the absence of CHE, item was deferred. **JW** to contact CHE and determine the present position.

***PPG content on the EBMC Website:*** It was reported that both the content and format were incomplete. **JO** to send the existing proposals to AW.

***PPG Communication to / from the vPPG:*** Work had been undertaken on the email addresses. One or more vPPG / PPG members had not received notifications, an example being R. Mackie. Further action is required.

It was advised that we should use only the new email addresses @ nhs.net for JB, AW and CC in all communications. **JO** to provide new email listing to committee.

***vPPG Newsletter for August:*** JS reported that work was almost complete and content would include EBMC acting as a host practice for Extended Hours, the Fracture Travel Vaccine and Flu Clinics and the Health Event.

It was suggested the Newsletter be produced on a quarterly basis and this publication be identified as the Autumn edition.

***Health Event 2017 - Healthy Bones - 30.09.17:*** Tea / Coffee to be available from 09.30 with the event to be held in the Main Meeting Room of the EBMC.

The notification had appeared in the EB Village Mag. Notices for fly posting were available. **MH / JW** to prepare draft program. If not already in place, **CC** to be reminded re. notification on prescriptions. Wine for presenters - Sauvignon Blanc ? Suggestions for next year included, Breast Cancer and Patient Self Help.

**Action Plan for August:** With the Newsletter and the AGM, our action plan objectives would be met.

**PPG Networking Meeting - 7th Sept. - Rushcliffe Arena:** Participants would include **JW, JS, GS** and **CH**. Request for pen portraits to be completed by **all** committee members. Joint travel is to be considered. Summary of Events and Activities are in preparation for the presentation. Use of **PRG** Logo ?

**Practice Briefing to the PPG:** AW provided an outline of his commercial and practice management experience. He wished to play an active part in our PPG and was welcomed as an EBMC representative.

Discussion of PPG support during the Flu Clinics, on the appointment basis, determined that tea / coffee would **not** be required.

\*CC joined the meeting and the matter of a laptop for use by the secretary was considered. At present all records, correspondence, surveys and documents relating to the PPG are held on the present secretary's PC operating under Windows 10 on MS Office and protected by a comprehensive antivirus and internet security package. It was indicated that EBMC might purchase a Windows 10 Laptop / 4GB / 1TB HDD. This specification was deemed appropriate to meet PPG needs. In respect of Office software it was suggested that Office 365 be considered at £60 / year and for security, MS Essentials. JO stated that more cost effective solutions would use an open source 'free' office software solution and also a low cost or free antivirus / internet security suite.

**AGM Finalisation:** JW advised that she would be willing to serve as Chair for the next year. Appreciation was expressed to JW for her continuing commitment. JW asked if JO would be prepared to undertake the role of Secretary for the coming year. JO stated that he would not but, if there was no nomination for the role, he would be willing to continue serving as acting secretary. JO was willing to continue as Treasurer.

JS indicated her willingness to serve as Secretary and a nomination was carried forward to the AGM

**Any Other Business:** There was none.

**Date of Next Meeting:** Tuesday 3<sup>rd</sup>. October

The general meeting closed at 6.10 pm. AGM followed at 6.30 pm