

# Minutes of PPG Meeting 03 June 2014

## Present

Margaret Coultrup      Shobhna Dave      Elisabeth Clarke  
 Beverley Tavares      Dr Suri Maddipatti      Dr Sathiyaseelan Chrysostom (Dr Chrys)

Apologies: Pauline Coulthard, Daphne Tibbles, Sandra Reed, Dominic Barnes

	ITEM	ACTIONS
1.	<b><u>Minutes of Last Meeting</u></b>	
1.1	Minutes of last meeting on 01 April were approved. The meeting began with a talk by pharmacist Naomi Fleming – please see item 8 – and was therefore followed by a shorter PPG meeting after she had completed her talk and left, the Minutes of which continue below.	
2.	<b><u>Update on PPG</u></b>	
2.1	Margaret reminded the two GPs present about the meeting we had with the two local councillors on 16 April and the issues discussed.	
2.2	The meeting was advised of the intended PPG attendance at the forthcoming Parish Council meeting on 16 June 2014 where we have been allocated a time slot to raise issues such as the lack of care of the car park outside Hilltops during bad weather.	PPG
3.	<b><u>Update on Congress</u></b>	
3.1	In the absence of Pat Hair, there is no update.	
4.	<b><u>News from the Practice</u></b>	
4.1	Dominic Barnes will be standing in for Caroline as PPG contact while she is on sick leave. (He was unable to be present at this meeting).  Caroline's managerial role has been delegated to various staff members pending her return.	
4.2	One new GP joins Hilltops in October, meanwhile Hilltops management are awaiting an acceptance letter from another.	

4.3	Two doctors currently on maternity leave are returning on 01 August.	
4.4	For a full quota, Hilltops needs ten GPs and will have nine, so is now almost there.	
4.5	DNA Report for May – In May there were 204 DNAs as follows: GPs: 27, Nurses: 89, HCAs: 66, Physios: 14, and Midwife appts: 8	
5.	<b><u>Sub Committees</u></b>	
5.1	The sub-group meeting on 16 April was attended by Labour Councillor Zoe Nolan and Lib Dem Councillor Rex Exon. Cllr. Nolan is currently assisting in enabling regular gritting and sweeping of the car park outside Hilltops during bad weather months, while Cllr. Exon is to include an article featuring Hilltops PPG in his Focus magazine, with an emphasis on the ongoing DNA issue.  The next sub-group meeting, which will include further discussions re the above, will be on Wednesday 02 July 2014.	PPG
6.	<b><u>Website issues</u></b>	
6.1	Dominic Barnes has recently updated the Hilltops website.	
7.	<b><u>Outstanding issues</u></b>	
7.1	PPG members present asked again for the figure in monetary terms to be given to us so that we can include it on our DNA poster.	

7.2	<p>Members present also asked about the check-in monitor as it was off again, and suggested that perhaps it could be swapped for the working one thereby saving people a bit of time.</p> <p>Dominic has subsequently advised us :  <i>“In the past few months this has broken a couple of times which we have managed to fix, it is now beyond repair and we are looking at purchasing a replacement, getting quotes from different people. As we still have one check in machine on the wall in the waiting area, it isn’t top priority at the moment but we will be getting it replaced”.</i></p>	Hilltops
7.3	<p>PPG asked who cleans the ramp outside the surgery, particularly when it is covered with slippery leaves. Dominic has also replied subsequently to this:  <i>“Our handyman Angus is in charge of that and he will be sweeping it up when the leaves start falling, also if we notice it is particularly bad one day then members of staff will be asked to do it”.</i></p>	Hilltops
7.4	<p>The PPG will investigate further in order to ascertain whether or not this ramp is actually the responsibility of Hilltops or the local council.</p>	PPG
8.	<b><u>Any Other Business</u></b>	
8.1	<p>Naomi Fleming, who specialises in antibiotics and is an antibiotic pharmacist, gave a talk on C.Diff to the PPG members and Doctors present.</p>	

8.2	<p>Unfortunately, whilst we had been anticipating Naomi's visit for some months, we were all unaware that she had agreed to talk to us at this particular meeting. Naomi's talk was interesting and, had we been aware in advance of her visit, a prior announcement via waiting area notices and emails would have enabled a wider audience to have benefitted from what she had to say.</p> <p>A shorter PPG meeting then followed, as already Minuted in points 1. To 7 of this report.</p>	
	<p><b>Next Meeting</b></p> <p>The next PPG meeting will be held on 05 August 2014 at 17.30 for 18.15.</p> <p>The meeting closed with thanks to all attendees.</p>	