**Minutes of Wish Park Surgery PPG AGM** held at 11.00-12.30 pm on Wednesday 12th April 2017 at 191, Portland Rd. Hove.

Meeting opened at 11.03 am.

**1. Present**: G. Arlidge (Dep Chair), G. Barnes (Practice Manager), E. Clay (Chair), J.Kapp, S. New (Secretary), C. Rednap, D. Selo, ,  R. Spong.

**2. Apologies:** L.Mabbs, M. McKaig, M. Sailani and P.Slevin.

**3.**  **Minutes of meeting held on 8th Feb. 2017:** Agreed. **Action: GB** to post on website.

**4.  Matters Arising**: SN has signed WPS PPG up to Community Works membership. Other items to be discussed on the agenda.

**5. Practice Information:** GB

* Staffing; The Nurse practitioner has resigned. An advert to replace her, ideally with a GP, has been posted. (A doctor is able to do home visits, review test results and carry out more detailed prescribing)

There are 4 GP partners, (3x3 days a week, 1x1 day), 1 salaried GP, 2 nurses and 2 phlebotomists.

* The practice has achieved 98% of their target in caring for patients with long term conditions as measured by QOF. An increase from last year.
* The patient list is 6,976 with approx. 150 gained and lost per quarter so roughly standing still. GUM (sexual health advice clinic for under 25s) is getting busier. It is a walk-in service open to all, not just WPS patients. SN suggested that the PPG could put a poster on the designated board in the lobby which can be seen by passers-by.
* New appointment booking system; From May the surgery will consider opening the phone lines at 8am. This will make it fairer for those people unable, or too ill to queue outside before the surgery opens. Patients will be categorised as Urgent (need to be seen today) or Pre-bookable (often just for paperwork.) This triage will improve the system by spreading the workload to the right people. On line appointments will be released daily.
* The CCG are looking at extended hours around GP services, aiming for more conformity across the city. From May, WPS will be open longer on Monday evenings and start at 7.15 am on Fridays. These extra appointments are for pre-booked patients only.
* Cluster working/ Federating; GP`s are separate businesses. Each surgery may sign up to their own deal to be part of a hub operating 8am-8pm, 7 days a week. Unfortunately, they can be using different computer systems which do not talk to each other. This still needs sorting out.
* Hearing; The CCG has commissioned Scrivens to offer hearing services locally. They will be at WPS every Tues. Patients need to be referred by a GP.

**6. Albion in the Community Cancer event planning:** SN spoke about arrangements for the event on 26th April. The posters are not yet on display at the surgery. **ACTION GB** GA suggested that we spend some PPG money on getting flyers printed to put around locally e.g in cafes. This was agreed. **ACTION GA.** We need to let the Albion know that they need to bring their own laptop or information on a USB and not rely on WPS wifi. **ACTION SN.**

**7. Use of Grant Funds:**

1. Wording for the new PPG flyer was discussed. It was decided to omit the facebook link. **ACTION GA**. SN spoke about not being able to access WPS email as it requires answers to security questions. This will makes it difficult to cater for the Cancer event which is open to all, as we do not now know how many people may come. **ACTION GA/SN** to try other approaches or set up another email address.
2. Outreach meeting venue. We intend to hold an informative event at Ingram Crescent targeting elderly/disabled people who cannot easily come to the surgery for meetings. There will be tea and cakes as an incentive and hopefully a member of WPA staff will speak. SN suggested that a pharmacist from Kamsons might do this if none of the staff are able/willing to do this. Also, perhaps BP testing. Managers of local care/residential homes will also be invited. **ACTION EC**
3. Pavilion PPG`s invitation to join them in organising a healthy eating event on 10th June; SN had contacted them for more details. It was decided we would not pursue this.

**8. ARTS Committee Feedback:** The committee had met earlier and are making good progress now that the new display boards are up. We are pleased that the childrens` pictures in the lobby are not being damaged. The other board on the right-hand side is designated for PPG notices and general information. The surgery has agreed to pay for picture rails to be up along bare walls inside the premises so artists` work can be easily displayed. These will in place by the end of April. **ACTION JK and GB.**

When this has been done, RS will approach some local artists to ask for work to display. The surgery is not allowed to sell this work but pieces can carry the artist`s name and contact details. During the festival, other open houses will be approached as well.

**9. Media training:** This was attended not very successfully by some committee members. GA is more capable and has agreed to take this on. **ACTION GA.**

**10. Parking and patient access:** EC leads this campaign on our behalf. The Council has agreed to re-designate the current doctors’ spaces as 2 drop off and 1 pay space, leaving 3 doctors’ spaces in School Road. Apparently, this work runs in 6 monthly cycles. **Action: EC** to chase them up.

**11. Post bag questions:** None received.

**13. AOB:** None.

1**4. Date and time of the next meeting:**  21st June 2017 at 11am

Meeting closed at 12.29 pm