**Minutes of the MVPPG Meeting held on Tuesday 22nd January 2019**

**Present:**

John Hutchinson (Minutes)

Helen Lane

Mary Milner

**In attendance:**

Stuart Tilley (Practice Manager) – chaired meeting

Dr Louise Moss

**Apologies:**

Hazel Hollingsworth

Mike Simms

Mick Down (resigned)

Jeremy Kenyon (resigned)

Tony Cross (resigned)

**1/ Chairman’s welcome and apologies**

The Chair welcomed all present and announced apologies received.

**2/ Minutes of the last meeting**

Minutes of the joint PPG meeting held on 23rd October 2018 were accepted as an accurate reflection of the meeting

**3/ Matters Arising**

a/ DNA’s

Data was still being collected at GVMP, with a view to implementing consequent actions at both MV and GV Practices. The scheme has been running now for 12 months and findings will be examined when available.

b/ Patient Survey results

The information in relation to training doctors in the practice handbook has been reviewed
Stuart to upload the information as a separate page on the partnership website and produce a poster for the practice waiting rooms. Other actions required from the survey are now being prioritised by Stuart.

c/ Communications Strategy
Glyn Jones looking at this following resignation of Mick Down. We need to find effective ways of engaging with patients of all ages, whilst ensuring we comply with GDPR and cost considerations.

**4/ Practice Update**

“The Valleys’ Practice Update – January 2019”, was circulated at the meeting.

GP Registrars and F2 Doctors – some changes every four months. Placements within the partnership are generally full for the next 12 months

Property works – surplus proceeds of the extended access have been reinvested into property works including the painting of the interiors of both practices and the replacement of the old CCTV with a new digital system. A grant from NHS has been received to fit new vinyl flooring to all consultation rooms.

Extended access - has now been operating for 5 months. Generally covered by locums and nurse practitioners. Usage figures were circulated. Weekend appointments generally underutilised, especially Sundays. Originally anticipated that there would be a mix of emergency and routine appointments booked in. It is being increasingly used for routine appointments. Some participating practices need some re-education so this does not happen. Only 5 out of the 48 appointment slots over Christmas and the New Year bank holidays were used.

**5/New Chair person & Future of the PPG**

A letter had been sent to Tony Cross on behalf of the practice and PPG to thank him for all his hard work and dedication over the years.
Tony had been trying to find a new person to chair the meetings but no one had come forward previously. The PPG needs a chair to function within its terms of reference.

In real terms MVPPG has currently only 10 members, one member hasn’t attended a meeting since Nov 16, one member has not attended since Nov 17 and two additional members have not attended since Feb 17. Within its terms of reference the PPG needs a quorum of 5 members to make decisions. This has only been achieved once in the last 12 months. It was proposed and agreed by the three members present at the meeting that Stuart should write to the membership about this issue.

Options are:

1/ Continue the MVPPG. This would need a higher level of attendance from its current membership, the ability to recruit additional members to the MVPPG if possible and finding someone who would be able to act as chair and secretary.

2/Disbanded MVPPG and create a new PPG, The Valleys Medical Partnership PPG, with members from both Moss Valley PPG and Gosforth Valley PPG. This was the preferred option of the three members present.
As the merger of the two practices has now settled and has generally integrated the two practices it would be a good time to bring additional functions and policies together, this includes the PPG.

Stuart would need the information from the rest of the membership before 12th February so he can present this to the PPG at GV. Glyn and Howard would be happy to continue their roles in the new PPG should this be the preferred option of both PPG’s

**6/ Any other business**

Dementia Information leaflet

Has been uploaded to the website. Copies to be printed in colour and made available in the practices. Helen is happy to produce a range of seasonal information leaflets if required

Hay Fever/’Keeping safe in the heat’ leaflet

Helen wished to make it clear that she had not written this leaflet

Newsletter
Helen will produce a newsletter on a quarterly basis with input from both practice and PPG’s. The first newsletter to be produced in April, cut-off date for inclusion will be 1st March 2019. The second newsletter to be produced 1st September 2019 with subsequent editions every 3 months.

**7/ PPG Network Group (Dronfield/Eckington/Killamarsh)**

The next meeting was to take place on 11th April 2019, 9.30am Gosforth Valley Medical Practice, Dronfield.

**8/ Date of next meeting (Joint meeting of MVPPG and GVPPG)**

To be confirmed