

Minutes of the PPG meeting on Thursday 7 March 2024 at 1.30pm in Beaumoor

1. Those present

John Read – Chair and Secretary
Cllr Stephen Andrews – Kempford Parish Councillor and Patient
Margaret Bishop – Patient
Judith Butler – Patient
Trevor Hing - Patient
Cllr Jennie Sandford – Fairford Town Councillor and Patient
Emma Saxby – Patient and incoming Chair
Andrew Slucock – Practice Manager
Alison Watkins-Nash – Patient
Shelley Welsh – Chair of Friends of Fairford and Lechlade

2. Apologies – Mary Ann Dibbs

3. Matters arising from the minutes of the meeting of 11 Jan 2024.

Andrew reported that the new website was due for installation in April. This would be easier to navigate. The existing system for patient records, prescriptions and appointments would continue to be embedded. The NHS app would integrate with the new system and changes would be more easily made to the website by the surgery.

The Warm and Well bags were given to Mary Ann.

The presentation to the practice meeting by W4W went well.

John had been assured that the post of Social Prescriber had been advertised by the GRCC.

Two options were being evaluated for the telephone system – a new one (quotes being obtained) and an upgrading of the old.

Alison reported that the call waiting function had not been working. Andrew undertook to investigate this. **Action Andrew**

4. Dementia briefings in libraries

Andrew reported that these had started in Lechlade and were planned for Fairford.

5. End of Life documentation

Stephen reported that an initial meeting had taken place. It was decided that the ReSpec and Gloucestershire Orange folders would be promoted by the PPG in conjunction with W4W. EoL preparation was a sensitive subject and any actions would be done in full consultation with surgery. A 'Dying Well' week to be held in May would be a convenient time to implement actions. Andrew asked that the PPG consider the effect of such actions on medical staff time. Stephen kindly

agreed to chair the working group and Emma asked to be involved. **Action Stephen.**

6. Practice Manager's report

Andrew had instituted succession planning to maximise preservation of systems knowledge. There were 35 staff in total in the surgery. The Reception Manager had left and a Secretary was leaving at the end of March. A Paramedic was being advertised for.

Andrew was working to ensure that targets set by the NHS for 'Quality of Outcome' were being met. These included smear tests and blood pressure monitoring. It was suggested that the PPG could advertise the need for smear tests and possibly raise funds for blood pressure monitoring kits.

Judith asked if over 50 check-ups were still being carried out. Andrew undertook to investigate. **Action Andrew**

7. Friends of Fairford and Lechlade Report

Shelley reported that the Friends were having a busy year with End of Life Care, Lunch Clubs, and Patient and Prescription Transport. There was a full programme of fund raising events.

8. Working for Wellbeing report

In Mary Ann's absence Emma reported a full programme in Fairford and Lechlade including Talking Cafés, Warm Welcome Rooms, Volunteer driving training, Digital Inclusion, holiday events, walking groups, craft groups, and Family Hub. The Talking Café hosted such organisations as CAB, Foodbank, P3 and the NHS "Know your Numbers" Team. W4W had also supported the setting up of a dementia choir and Mens' Shed which were flourishing. W4W now had 46 volunteers and more would be welcomed.

A Diabetes Discussion Group had arisen out of the Diabetes Prevention Training Sessions which had been arranged by the surgery. Andrew agreed in principle to support the growth of such groups.

9. Any other business

Emma as incoming Chair presented John with an engraved glass plaque from the PPG to mark his ten years of service which John accepted with grateful thanks.

10. Date of next meeting

Provisionally arranged for Thursday 2 May. Emma will email members to confirm date time and venue. **Action Emma**