

THE VIEWS EXPRESSED IN THESE MINUTES ARE THOSE OF PPG MEMBERS AND NOT NECESSARILY THOSE OF THE RINGMEAD MEDICAL GROUP

MINUTES OF PPG MEETING AT RINGMEAD MEDICAL CENTRE (GREAT HOLLANDS EDUCATION ROOM) ON MONDAY, 18 DECEMBER 2023 AT 1.30 p.m

PPG MEMBERS PRESENT

Ringmead:

Dave Gumm	Chair
Carole Doran	Deputy Chair
Beryl Kingsnorth	Secretary
David Ainslie	
Richard Fenny	
Samit Gaba	
Viv Gunner	
Tania Hewitt	
Rita McNicholas-Gumm	
Andrew Turner	
Pat Whitehead	
Peter Wolton	

Practice

Martyne Vermaak

APOLOGIES

Ringmead

Karen James
Tania Hewitt
Peter McHale
Tina McKenzie-Boyle
Maggie Stevenson
Margaret Timm

Sandhurst

Alan Brown	Sandhurst Chair
Sylvia Trevis	

1. The Chair welcomed everyone to the December 2023 meeting.
2. Minutes of the meeting held on Monday 16 October 2023 were agreed and both the Chair and Secretary apologised for the date error on the heading of those minutes.
3. The circulated Agenda would not be followed at the December 2023 meeting as it was proposed that the next scheduled meeting due on Monday, 19 February 2024 would be an AGM held jointly with the current Sandhurst PPG as a 'trial run' to complete the merger of the two Groups.

This would be held at our current venue and volunteer members would prepare the room to accommodate increased numbers. Agenda items covering new Terms of Reference, Code of Conduct and Election of Officers would be part of that AGM.

4. In response to a question, the Chair advised the Group that it may be that the merged Group would have Joint Chairs, but this would be discussed and decided at the AGM. Questions relating to Support and Virtual Groups will also be discussed at the AGM.
5. The Chair advised that our two Groups have a lot to learn from each other and as an example it had been suggested that the proposed 'Help Desk' should be called the 'Information Desk'. This was readily accepted by the Group. There will be a separate

meeting with the Practice and Representatives from both Groups early in the New Year to take this further prior to the AGM.

6. The question of minority group representation was discussed. Ringmead is fortunate to have Samit Gaba as one minority group representative and as Sandhurst has a large Nepalese Community, Dr Sachdev will contact their representatives with a view to including them in the larger Group.

7. PRACTICE UPDATE

Staffing

Replacements for the Practice Nurses lost over the last few months is in progress including the Nurse Manager. The PSA team is still an issue, but the proposal is to hold an 'open day' so that applicants can see for themselves what the work involves and what would be expected of them if they chose to join the Practice.

Dr Gurung (Sandhurst) has moved on and the Practice is advertising for new salaried GPs. The Practice has been accepted as a '2 tier Visa employer' enabling it to also accept applications from overseas. As a result, there has been a significant increase in the number of applicants and these are currently being reviewed.

In response to a question regarding guidelines for GP numbers in Practices, Martyne advised this guideline was set by NHS England according to a set formula, but this is now very outdated because GP Practices employed multi-disciplinary teams. Further information will be provided to the Chair in this respect. As a Practice, Ringmead employs more Clinicians and Admin Staff than the National average. Patient numbers are also subject to fluctuations as people move into and out of the area.

Post Meeting Note The Chair later circulated the relevant figures supplied by the Assistant Practice Manager

Prescription Hub

Most of the issues surrounding prescription reviews for Sandhurst patients have now been resolved. Most are now on the rolling repeat system. The Practice is currently looking at new Artificial Intelligence (AI) software to assist with repeat prescriptions and further information will be provided on this in due course.

In response to a question, it was confirmed that the Practice currently has one Paramedic that can issue prescriptions. Paramedics have to have their script requests signed off by a GP until they complete regulatory training.

In response to a question about the Frimley Health 'Remote Monitoring Service', it has been clarified that long term illnesses are given a 'Code' on patient records and these are automatically reviewed. Information is then sent to selected patients to take part in the monitoring service. Details can be accessed by anyone interested through the DOCOBO APP.

In response to a question it was confirmed that there are some things that GPs do not charge for and each case is considered as needed.

8. ANY OTHER BUSINESS

In response to a question the Chair confirmed that the Sandhurst Group is not a member of the National Association of Patient Participation Groups, having let their membership lapse about 2 years ago. However there is a Patient Association and membership is free. This Association provides a lot of very useful information which is likely to be of use to our Groups and can be discussed further at the AGM. This is the link:

<https://www.patients-association.org.uk/pages/category/patient-participation-groups>

Menopause Booklets - Supplies of these booklets have been provided for display across all sites and volunteer Group members will periodically ensure that supplies are 'topped up'. The link to Request further copies is Hello@menopausesupport.co.uk

The Agenda item in respect of the issue of communication between Primary and Secondary care will be deferred for the moment until clarification about whether this has been discussed at a recent Forum can be provided. If it has not, then the Group will take this matter further.

The Chair asked Group Members if they would be happy to be asked to sign a confidentiality agreement on merger. All Members agreed.

The Chair reminded members not to use Social Media to respond to individual patient queries but to route them through the Chair.

The Chair advised that he was prepared to stand again for 1 year and proposed a vote of thanks to other Group Officers and to Dr Sachdev and Martyne for all their help.

The proposed meeting between Dr Sachdev and our local MP was replaced with a meeting between Dr Sachdev and the MP's representative.

9. The Chair thanks the group for their time and interest during 2023. Their work was much appreciated and had contributed to what was becoming a valued and useful PPG.

10. Date and time of combined Group AGM meeting - Monday, 19th February 2024 at 1.30 p.m. Venue will be the same.

11. There being no further business the Chair closed the meeting at 2.45 p.m.