

**Addingham Medical Centre
151A Main Street
Addingham
LS29 0LZ**

PATIENTS' PARTICIPATION GROUP

Minutes: Meeting of 11 February 2013

Present	Dr Suleman	Lizzie Lister
	Chris Acomb	Ann Bacon
	Alan Davies	Barbara Haigh
	Roy Horn	Anneli Littlejohn
	Sering Taal	Margaret Norris (Acting Chair)
	Judy Taylor	Valerie Lomas (Secretary)
	Tony Taylor	Diana Wontner-Smith

Apologies Gordon Campbell

Guests Karen Sinclair Claire Parkinson

1. **Apologies:** The Group sent their best wishes to Gordon Campbell.
2. **Welcome:** Valerie Lomas was welcomed to the Group and kindly agreed to act as Secretary to the Group
3. The Minutes of the meeting on 14th January 2013 were agreed.
4. **Matters arising:**
 - Lizzie confirmed that the opening times of the Surgery were not currently provided in the answer machine message. She had logged this with the service provider to rectify.
 - As of 19th March 2013 the new NHS 111 is being implemented which will replace NHS Direct. It is available 24/7, 365 days of the year and is to be used if a patient urgently needs medical help or advice but it's not a life-threatening situation. Therefore, if ringing the surgery between 1800 and 1830 hours, Addingham Answer machine will forward the call to LCD (out of hours provider) who will triage the call. Between 1830 and 0800 hours, the call will still be forwarded to LCD but LCD will have an answer machine message which tells the caller to hang up and call 111 directly, free of charge.
 - Duties
 - Valerie has agreed to act as Secretary, issuing agendas and minutes, and being the single point of contact for the Addingham PPG for circulating emails and bulletins round the Group.
 - Judy Taylor will stand in as minute-taker in Valerie's absence.
 - Anneli and Diana will undertake any research needed
 - Anneli, Lizzie and Margaret will organise events and set up the stand in the surgery

- The next quarterly meeting of the Airedale, Wharfedale and Craven Patient Group Network meeting is on 17th April, 6.30pm for 7.00pm (until 9.00pm) on at Herriots in Skipton. Chris and Roy will attend, but if Roy cannot attend, Ann will attend in his absence.
5. **Chairman's Report** - there was no Chairman's report for this meeting.
 6. **Finance** - The end of the financial year was 31 January and Barbara circulated the report to members. The annual subscription to Rejuvenate is due now. Lizzie will not chase but wait until she receives the invoice.
 7. **Annual Patient Survey – Action Plan** - A copy of the plan had been circulated prior to the meeting. The Plan was agreed.
 8. **Event – Cancer Awareness – Diagnosis, Treatment and End of Life Care**
 - Karen Sinclair, a Marie Curie Nurse based at Springs Medical Centre, Ilkley, and Claire Parkinson, Macmillan Gynaecology Nurse Specialist based at Airedale Hospital were both welcomed to the meeting. Nona Toothill, Urology Clinical Nurse Specialist was unable to attend and Claire agreed to feedback to Nona after the meeting.
 - Margaret confirmed that no dates were available in March 2013 at St Peter's. After discussion it was agreed to hold the Event (aimed at patients, carers and the general public) on 14 May in St Peter's Hall, starting at 7.00pm. Karen indicated that the date was timely as it falls within 'Dying Matters Awareness Week'.
 - Dr Suleman would introduce the evening, then the four speakers (Karen, Claire, Nona and Linda Davies (wife of Alan who had previously suffered from cancer) would each do a 10-15 minute powerpoint presentation. The event is to have a break so that people can choose to attend either all or part of the event.
 - The order of speakers is to be Claire, Nona, (Break), Linda, then Karen
 - Claire will pull some information together for the display and will forward it to Lizzie for 16 April when they put up the stand in the Waiting Area.
 - Margaret and Lizzie will prepare posters and advertise the event in the Ilkley Gazette.
 - Dr Suleman will take the projector, screen and laptop.
 - Margaret and Taal agreed to do the advertising for the Cancer Awareness event. More advertising is needed for the Group. Margaret will look into covering Low Mill. Judy suggested emailing schools and groups, for onward dissemination). Lizzie will put notification on the website and the television screen in the waiting area.
 9. **A.O.B.**
 - Lizzie will circulate for comments a copy of the report she has written in response to the PPG Survey. Please respond directly to Lizzie with any feedback.
 - Alan is due to donate a kidney at the beginning of March. The Chairman, on behalf of the PPG, wished him well for the procedure.

- Ann asked Alan if there would be any effect on other health authorities as a result of the Staffordshire hospital. Alan referred to the Dr Foster report and indicated that there was no room for complacency but our clinical performance was ticking all the correct boxes apart from A&E waiting times. He felt that similar criticism shouldn't be aimed at AGH. He will report re AGH at the next meeting.
- Barbara asked Alan about the limited menu for patients at AGH. Alan confirmed that the AGH has commercial caterers who subcontract. Alan will feed back to AGH.

10. **Date of next meeting:** 29 April 2013 at 7.00pm.