



## Patient Participation Group Meeting Minutes

Meeting Title	<b>PPG Meeting</b>				
Meeting Location	Mannings Suite				
Date of Meeting	30 <sup>th</sup> January 2025	Start Time	11:00	End Time	11:37
Attendees	Tom Micklewright (TM), Stephen Lyons (SL), David Mannings (DM), Diana Salisbury (DS)				
Apologies/Absent	Sarah Glicksman (SG), Robin Gundry (RG) Alison Durrant (AD), Lorraine Taylor (LT)				
Additional Distribution	N/A				
Minutes prepared by	Amanda Hulse				

Agenda Ref:		Item Owner
1.0	Minutes from previous meeting held on 28 <sup>th</sup> November 2024 were agreed. TM said that SG would be stepping away from the PPG for the time being.	
2.0	Update on Walking Group/Charity TM stated that the Lime Tree Charity had been dormant since the last PPG disbanded and it was being re-established. He said he had met with the trustees to discuss options going forward. The group were short on trustees and there were no defined roles of the trustees. He explained that the constitution was not in keeping with how the charity was run. He said that the aim was to reinvigorate and repurpose the charity and that a Lime Tree Charity EGM was being held on the 12 <sup>th</sup> February and AH had sent an email to the PPG group members regarding this meeting. The meeting would be advertised on the surgery noticeboards and Facebook and next week emailed to the Patient Reference Group. He explained that there had been a change in the number of trustees required and that he would be appointed as a trustee. The charity currently made funds from the book sales at Findon and Goring surgeries and cartridge recycling and that there was money currently in the	

	<p>pot. The aim was to extend projects in Findon and Goring including the garden project and money from the Council for the garden project needed to be accepted by a charity.</p> <p>TM said that he had attended a walking group meeting and had seven people who were interested in becoming walk leaders but needed training. TM said there were options to join the Ramblers Association but that had expensive membership or insure the group through the charity but training was still needed. He hoped the walking group would begin in the Spring. TM said that LT had sent through the date for the group run.</p>	
3.0	<p>Staffing Changes – HCA, Reception &amp; GP</p> <p>TM said that ND had left the HCA team that had left a gap for domiciliary blood tests. Two sessions were being covered out of the three at the moment. TM said that CW was undertaking a Nursing Associate apprenticeship and would be at placements elsewhere in different clinical setting for some weeks of the year. TM explained that a NA could undertake tasks that HCA's could not and was worthwhile. He said that once qualified the role could be partly funded by the ARRS funds.</p> <p>TM said that there had been a positive recruitment campaign for reception, one experienced staff member had started on Monday, and two more with customer service experience would start next week.</p> <p>TM stated that Dr Jany Barnfield had completed her training and would join LTS on 10<sup>th</sup> February as a salaried GP doing 5 sessions per week.</p> <p>TM stated that a summarising team member left yesterday and there had been a good response to recruitment with interviews taking place next week for candidates with experience.</p> <p>DM asked about Physician Associates and whether LTS would employ them. TM said that currently a trainee would attend one day a week with LB and then for six weeks later seeing patients. TM said that the variation of training between clinical and a life science degree meant that some PA's did not have the same level of training and employing them needed to be effective and safe.</p>	
4.0	<p>Covid/Flu/RSV Update</p> <p>TM stated that LTS had been the third best performing practice for flu vaccinations and in the top five for Covid vaccinations. He said that this year a lot of patients had their vaccinations at pharmacies and that this year two pharmacies had undertaken Covid vaccinations. Due to this LTS had some stock left and patients were being encouraged to have their flu jab. SL said that he had received his Covid invite from NHS England before the LTS invite and had taken this up as wanted to be vaccinated as soon as possible. SL said was there a lesson to be learnt for the next campaign with publicity and TM explained that vaccines were ordered a year in advance which made it difficult. TM said that the RSV vaccination campaign was going well. SL suggested giving patients on arrival a flyer regarding the RSV vaccination with FAQ in order that the patient could be prepared if they were offered the vaccination. TM said that he would speak to CG about this. TM said that the</p>	<p>TM to speak to CG about a RSV vaccine flyer for patients</p>

	ambition was to complete vaccination of the eligible by June which would make the annual campaign for new patients and new eligible people more manageable. TM said there had been a spike in illness in the last month or so in patients and staff.	
5.0	<p>AOB</p> <p>TM asked for ideas for the next meeting. TM said that he would invite JN to the next meeting to give a respiratory process update.</p> <p>SL asked about assisted dying and TM said there needed to be clear details and who was responsible.</p> <p>SL said that he had always had excellent service at Lime Tree but asked about complaint numbers, response time and resolved time and asked for examples of complaints. SL said that publicity made a difference whether complaint unjustified or justified. TM said that he would invite DH who dealt with clinical complaints and EL the complaints manager to the next meeting and would add complaints as a standing item on the PPG agenda.</p> <p>SL asked about monthly statistics and TM said that monthly statistics were put on Facebook and the patient noticeboards.</p>	<p>Invite JN to the next meeting for respiratory process update.</p> <p>Invite DH &amp; EL to the next meeting to give a complaints update.</p> <p>Add complaints as a standing item on the agenda.</p>
6.0	Date of the next meeting – It was agreed that the next meeting be held on 27 <sup>th</sup> March 2025	