

**Lyme Bay Medical Practice  
Patient Participation Group (PPG) Meeting Notes  
Tuesday 13 October 2015 3pm**

The second meeting of the PPG took place on Tuesday 13 October

**Present**

Dave Milligan  
Hazel Pennington  
Jim Volkman  
Shirley Williams  
Sarah Hill Practice Manager  
Elise Ripley Patient Involvement Lead

**Apologies**

Samantha Pennington  
Sally Holman  
David Hardman  
Joan Cool

The meeting was informal and these notes capture the key aspects of our discussions. Shirley Williams was welcomed to the meeting.

Elise recapped on the key points from the last meeting; the notes from the meeting had been shared prior to the meeting.

Elise reminded the meeting about NAPP, The National Association for Patient Participation and suggested that PPG members take a look at the web site especially the members section. The Clinical Commissioning Group has paid for membership for all GP practices in the Locality the members log in xxxxxx will enable you to access the member section. NAPP is an excellent resource for PPGs and provides a wealth of information about the work of other groups.

It was acknowledged that the group is at a very early stage and that the next steps would include discussions about developing some themes that could be considered for a work plan, these included:

- Supporting the practice to review the information it provides to patients both written and from the web site
- Working to promote health and well-being, look at the health pledge scheme developed by a PPG [www.healthpledge.co.uk](http://www.healthpledge.co.uk)  
Working as part of the West Locality to support the health and well-being event planned for June next year by considering what might be planned locally.
- Working to pave the way for the Clinical Services Review next spring, being aware of what is happening and being able to signpost people to accurate information.
- Considering developing some information events for patients on agreed health themes or other areas.(diabetes, healthy eating, a day in the life of a community nurse, practice manager or practice nurse)

Elise asked the group to give some thought to the discussions and email Sarah or Elise with their views, ideas or other suggestions. [Elise.ripley1@dorset.nhs.uk](mailto:Elise.ripley1@dorset.nhs.uk) or [sarah.hill@dorset.nhs.uk](mailto:sarah.hill@dorset.nhs.uk).

Elise explained that she is happy to provide as much support as is needed to develop the group but asked that they think about who may be able to lead the group and who would be willing to note key actions from meetings.

It was agreed to invite Forbes to a future meeting when a draft work plan had been agreed.

Sarah took the group through the practice patient survey, the results were very positive and only a few comments were made. It became apparent though, that although we offer late appointments until 7pm on Mondays and Saturday Morning appointments once a month it appeared many patients were unaware of this. We discussed ways in which we could advertise this to patients and also let patients know which Saturday we would be open. The details are now advertised in the reception area and on our website but it was suggested it may be beneficial to speak to the local paper about advertising the dates.

Elise reminded the group about the date for the first PPG conference to be held on Saturday 21 November at Harrison Hall, Charlton Down. Further information will be available very shortly and will be circulated.

The date for the next meeting was agreed to be **10<sup>th</sup> December 2015 3pm**