

HUTHWAITE INVOLVING PATIENTS – (HIP)

MEETING 20th June, 2018

Practice Representatives: 1

Patient Representatives: 7

1. **Apologies** – 1 practice rep; 3 patient reps

2. **Previous minutes** – Accepted as a true record and signed
Action: Secretary to have Minutes approved, signed and dated

3. **New and Existing Members**

Assistant Manager tabled a draft letter that was to be included in the “information pack” to new patients. The format of the letter was agreed, pending the inclusion of the actual date of the next meeting (as well as the generic reference to the third Wednesday in every month). Chair asked if the pack could also contain the PPG leaflet produced by AVA and Mansfield CVS.

Action: Assistant Manager to request copies from Clinical Pharmacist Taylor (AVA)

4. **Comments from PRG**

Assistant Manager confirmed that there had been no response to her request concerning electronic minutes. Chair commented that when he had attended the PPG meeting on 5 June, a speaker from NAPP notified the audience that they had recently published guidance for PPG’s wishing to recruit to virtual groups.

Action: Assistant Manager – To forward NAPP password to members in order that they can access the publication.

5. **Citizens Reference Panel**

a) Ashfield North PPG

Due to a lack of support and the Mansfield and Ashfield PPG Chairs meeting, it had been decided that the group would no longer meet and this would no longer be an agenda item for the HIP meetings

Action: Secretary – remove from Agenda

6. **Correspondence**

Chair tabled a list of correspondence, which is attached to the minutes.

7. **Health Promotion**

Future Events

Chair advised that he and 1 patient rep had attended the Sutton Rotary Club Community Awards at Sutton Academy, where they were presented with a cheque for £186 towards a

PA system. The evening was very enjoyable and demonstrated just how supportive the Rotary club was of local initiatives. Chair handed over a copy of the receipt to Assistant Manager to be passed to Liz Griffin for payment.

Action Assistant Manager / Liz – to complete payment to Chair

a. Diabetes / or Breast Cancer

C/F Action: Dr Genillard - discuss with Dr Addis special areas to address on Diabetes and feedback at next meeting

C/F Action: Margaret – provide contact details of Retinopathy expert to Chair.

It was agreed that the next event should cover Retinopathy. It was decided further that the date of the event should be Thursday 18th October (the HIP meeting will be brought forward to the 10/10/18). Chair to contact Retinopathy expert to ascertain if he will be OK to present then.

Breast Cancer

It was agreed that a Breast Cancer event would be carried forward to 2019, possibly 28th March 2019 or early April 2019. Due to health staff vacations, it will be several weeks before the discussion can take place.

b. Fashion Show

It was decided that late September / early October 2019 should be promoted for the Fashion Show dates, hopefully to tie in with the Winter clothing release. Complete Clothing rep to be contacted regarding dates.

c. BPMC – Walking Group

Chair attended the Walk Leaders Course on 22 May 2018.

Chair confirmed that he had been told that a defibrillator had recently been installed at Brierley park Visitors Centre. Lee Anderson had been contacted regarding the cost of a portable defibrillator and had recommended the website www.defibshop.co.uk. Many defibrillator models are available, ranging from a few hundred pounds to many thousands. There was considerable discussion about this subject and it was agreed that the provision of a portable defibrillator should be looked into further.

d. Funding Opportunities

C/F Actions: Treasurer will provide a formal written statement for the year when his IT problem has been sorted.

Treasurer is still communicating with the Councillors

Assistant Manager confirmed that events held at the Surgery are covered by the Practice's Public Liability Insurance.

It was decided that **the HIP Group should not renew its Public Liability Insurance**, but should ascertain from the location of any events away from the Health Centre that that location has the relevant insurance cover in place.

8. Jen confirmed that she would continue as the Communications Officer.

Action: Secretary remove Election of Officers from Agenda

9. **HIP Website**

Nothing further to add at this stage

10. **Woodlands Sub Committee Working Party**

C/F Chair has emailed Mick Gent with regard to an informal meeting and is awaiting a response.

11. **A.O.B**

Chair tabled a list of queries from Secretary concerning prescription issues. It was agreed that these should be passed to Clinical Pharmacist for definitive answers and that Clinical Pharmacist be asked to respond by the next meeting, either in person or in writing

Action: Assistant Manager – to pass list to Clinical Pharmacist and to liaise with Clinical Pharmacist concerning a response as above.

Concerns were raised by several members of the group over issues of prescription fulfilment by the pharmacy adjacent to the Health Centre

Action: Assistant Manager – to enquire if BPMC staff had received increased number of complaints concerning prescription fulfilment from pharmacy mentioned

Dr Genillard asked for it to be noted that she apologised for her absence from the HIP Group meetings, but there had been considerable extra workload placed on the remaining partners of the BPMC as a result of Dr Addis's resignation as a partner

12. **Date and time of the next meeting** 18th July, 2018 @ 5.00pm