

Sedlescombe & Westfield Surgeries
Notes of PIG Meeting
Tuesday 7 Aug 2018 1800-1920hrs at Westfield

Attendees:	Kevin Katner (KK) – Chair Keith Newman (KN) – Practice Manager Monica Betson (MB), Lindy Latreille (LL), Diana Nichols (DN), Rod Eldridge (RE)
1.	Welcome and Apologies Tina Beadle (TB), Lindsay Fraser (LF) Declaration of Interest No one declared any conflict of interest.
2.	Matters Arising All matters arising were on the agenda
3.	Membership The following have stepped down from the Membership: Suzie Millns, Mr Tomlinson. The following has moved to the Virtual Group: Tim Hills RE & LL have met with one prospective member and KK will respond to them officially to propose they join the Virtual group with a range of additional opportunities for involvement. RE & LL are meeting other prospective members on 30 Aug 18
4.	Developing PIG Responsibilities KK stated that he would remain Chair of the group at the moment until somebody was ready / willing to take over. He was happy to co-chair and assist any volunteers in this role; the group thanked him for staying on. LL will continue to attend local PPG forums as our representative. DN agreed to assist with reviewing the content of the Surgeries Website Colleagues will also review the content of TV screen slideshows (see item 6) A note taker was still required, after discussion it was agreed that KN will take notes for the next 2 meetings. RE had access to the Sedlescombe Notice Board out the Stores for posters Volunteers were still required to assist with Comms. and further activities as outlined in previous notes and covered in the GP meeting.
5.	PIG Protocols A review of some elements of the PIG protocols was discussed and further amendments agreed – KK will disseminate to the group to ensure accuracy and KN will then upload onto the Surgeries Website. MB will review one aspect of the Confidentiality Statement Action: KK & MB
6.	Meeting with GPs KN informed the group the reason for the original delay in in meeting and informed all that the Surgery will be employing an Advanced Practitioner in the near future – details and actual dates TBC. KK & LL met with all the GPs yesterday to discuss current issues and discussed with the group the priorities. 1. Self-care & OTC materials (Changing to format suitable for our patients and adjusting

	<p>wording where appropriate, displaying, distribution materials and PowerPoint presentation for waiting Room TVs)</p> <ol style="list-style-type: none"> 2. Review of waiting room TV presentations from a patients perspective 3. Arranging patient presentation from Dr Mucci in liaison with other organisations. Discussion on how to get all patients to presentation/ Think of your neighbour/buddy transport. TH has also volunteered to drive minibus. KK in discussions with RVA. 4. Possible PIG members attending MECC training, if appropriate KK attending one training session at end of month to evaluate 5. Assistance/ training for non IT savvy patients in using our website. <p>Actions: re materials and web as agreed. KK re RVA & Dr Mucci. KN re other PMs re Dr. M</p>
7.	<p>Local Communications</p> <p>The latest communications from the CCG & ESCC were discussed, concerns were expressed regarding funding difficulties and services that were to be cut. NHS England & NHS Improvement have requested to meet with KK to discuss issues currently facing the CCG.</p>
8.	<p>Sum Up and Actions</p> <p>Next Agenda will concentrate on the following items now that all the PIG functional protocols have been completed :</p> <ul style="list-style-type: none"> • Action to develop local networks for distribution of materials and other information. • Review of material, web site, TV presentations. • Assisting with Self-Care / OTC • Dr Mucci presentation/ arrangements • Group name change now that the Group is fully established.
9.	<p>Following meeting KK & KN met with Dr Mirchandani and Dr Di-Stefano who expressed their gratitude that KK was remaining as Chair, and stated they and all the GPs appreciated the work that the PIG was doing and the plans that they were making to assist the Surgeries.</p>
10	<p>Next Meeting</p> <p>The next meeting will be on Tuesday 18 Sep 18 at 6.00pm at Westfield Surgery</p>