**Alton Patient Participation Group**

**Minutes of the Meeting held on Tuesday 1st October 2019**

**Present:** Dorothy Clohesy (Chair), Carol Edwards (Vice Chair), Sylvia Hollins, Tony Moult,

Elaine Plant (Secretary), Yvonne Somerville and Peter Walker

**1. Apologies**: Joy Barleyman (Practice Manager)

**2. Minutes of the last meeting:**

The Minutes of the last meeting were approved as a true record.

**3. Matters Arising:**

As **JB** was on annual leave any updates would be discussed at the next meeting.

 **PW Coffee Morning Notice.**

PW requested that the Coffee Morning notice on the website and in the surgery could be amended to ***‘2nd Monday of each Month’*** rather than the date as this would save the need to keep changing it. This would be discussed with JB at the next meeting.

**4. Reports from Members:**

 **DC -** **PPG Self Assessment Form**

DCinformed members that the above form needed to be completed for the CCG before 31st October therefore the majority of the meeting was taken up with the completion of this form.

 **Friends & Family Survey:** PPG members felt that this was a pointless exercise and did not want to continue with it. Patients were fed up of being asked to complete this survey and some were reluctant to do so. Members agreed to inform the CCG of this via the Self-Assessment Form.

 **PW** had attended a seminar on **Strokes, Alzheimers/Dementia** at Keele University.

 **YS** showed members a **Medication Passport** she had received from the Carers’ Hub. This was to record medications that patients were taking and was intended to be shared with appropriate medical professionals who needed to know this information. Everyone agreed that this was a good idea. YS would enquire if these were freely available and discuss at the next meeting.

 **CE** had received information from the Hospital User Group (HUG). This included a Palliative Care Leaflet and an Anti-Coagulation Survey link for people who had to have blood checks due to taking certain medication. The link is **nhs.researchfeedback.net/s.asp.**

**CE** would also be attending 2 Ward Inspections at both Stafford and Stoke hospitals on 22nd October and 7th November. The Inspection would include Cleanliness, Food, Patient Satisfaction, Hygiene and Attitude of Staff. YS asked if **‘*help with feeding’***was being looked at. CE informed that there is a **Red Plate** scheme in place to alert staff to patients who needed help.

**CE** would also be attending the following meetings:

* CCG meeting and a HUG Peer Complaint review meeting on 22nd October.
* Keele Public Event Day on 8th November.

**5. Date of next meeting: 5th November 2019**

 **Following meeting: 3rd December,2019**