



Minutes of Meeting on Tuesday 20th July 2021.

Attendees: KTY (Chair), DK (Secretary), TM (LTS Managing Partner), Dr.LB, CB, BH, MW, RG, P&E.L, T&C.B, JS, PA, MG.

Note: Due to a network technical fault the video meeting was unable to begin on time and follow the published Agenda. The minutes below outline the key points discussed by the meeting.

Item	Details	Action
1.0	Apologies: JB, DM, JF, LT	
2.0	<p>Presentation: Green Impact for Health at Lime Tree Surgery by Dr.LB. on reducing the carbon footprint within the practice, including recycling paper, usage of eco-friendly cleaning products, reducing plastics where possible i.e., coffee machine and using an electric bike for local home visits where possible. Dr LB opened the discussion to PPG involvement regarding practice promoted initiatives in social prescribing to help obesity, depression, and anxiety, these included:</p> <ul style="list-style-type: none"> ▪ Exercise ▪ Gardening/Allotment ▪ Conservation & Nature Volunteering ▪ Mindfulness in nature <p>MW informed the group that Friends of Findon Valley Volunteer Group, who come under the auspice of the Residents Association have arranged to meet with a local conservation ranger to discuss suitable jobs that volunteers can be involved in and wondered if this could be a possibility of opening this up to the surgery.</p> <p>MW to share dates with us when details have been discussed.</p> <p>KTY asked if the “Green Impact” plan for the LTS was to be shared and implemented into other practices, captive audience to promote to others. Also referred to our Walking Group and Keep Fit classes that are already in place but curtailed at present by Covid-19.</p> <p>**Copy of the Green Impact for Health at Lime Tree Surgery presentation supplied with accompanying e-mail.</p>	<p style="text-align: center;">MW</p> <p style="text-align: center;">KTY</p>

3.0	Outstanding Actions from PPG meeting on 18th May 2021.	
3.1	KTY asked TM on an update on the Diabetic Review which has had to be rescheduled due to Covid, similarly as had the Diabetic Free Treatment meeting.	TM
3.2	Updating of staff pictures on the practice website, TM to investigate and after checking was able to inform us that the website had been updated.	TM
4.0	Practice Update on Lime Tree Surgery	
4.1	TM continued with a practice update informing us that the practice is returning back to F2F consultations, doctors and nurses.	
4.2	The option of a telephone consultation will remain. Which buildings will open depends on vaccination programmes and Covid symptom patients who will be seen at Phoenix surgery.	
4.3	Third Covid and Influenza Vaccinations will start in September, all patients entitled to Flu Vaccine will receive their Covid booster. The programme will be phased according to age and patients need. The sites to be used have yet to be decided. Flu vaccines have been ordered.	
4.4	Intervals between vaccines 1 st /2 nd and booster need to be confirmed.	
4.5	Staff already working in vaccination programmes have been approached to extend their working time to cover the above sessions.	
4.6	Volunteers will be needed again for Marshalling during the vaccination sessions	
4.7	Introducing the displaying of posters in the surgeries will depend on the ongoing reviews of the Covid situation.	
5.0	A.O.B.	
5.1	RG questioned the need for long and sometimes repeated messages on the phone line when calling the surgery and would it be practical to introduce a critical path analysis choice at the beginning of the call. KTY also enquired whether the phone message at the moment was correct and up to date. TM agreed that this need to be addressed and would look into it,	

	<p>it did inform the group that there had been some changes in staff as often happens, but they were hoping to be at full quota again very soon. This included new G.P's which would certainly help improve resources.</p>	TM
5.2	<p>KTY brought up the problems experienced by patients when giving photos to the practice and the difficulties met specifically with poor quality. He asked if there was any guidance on the LTS website to help patients.</p>	TM
5.3	<p>There were questions about patients' awareness of the 'opting out' scheme, TM informed us that this had been postponed again and there was advise and forms on the website. There seemed to be a need for clarification on the date this is meant to take place. KTY suggested a mail shot when this is determined.</p> <p>Post Meeting: A letter has been circulated by the WSCCG to all PPG representatives and surgery Practice Managers in West Sussex that the "role out" has been delayed.</p>	TM
6.0	<p>Date of the next PPG Meeting: Due to practice staff holidays the next meeting will be Tuesday 21st September; 1-2pm. The venues will be at the following locations:</p> <p>Findon Surgery (Face to Face)</p> <p>Goring Surgery (formerly Phoenix) via Video Link</p> <p>Please ensure you check in at reception at your chosen venue and comply with Practice Covid-19 rules</p>	

Polite Note: If there are any major errors found in these notes, please feel free to contact: chair@limetreesurgeryppg.org.uk or secretary@limetreesurgeryppg.org.