

## **Aylmer Lodge and Cookley Patient Participation Group**

### **Minutes of meeting held Wednesday 2 November 2016**

**Present:** Barbara Pugh (Chair), Elaine Botfield, Audrey Jones, Joan Kidd, Margaret Rogers, Marion Manton, Frances Peckham, Heather Fulcher, David Coultas, Jayne Barraclough (Practice Manager and minutes)

**Apologies:** Julia Stanfield, Gill Atkin and Anne Rendell

#### **Guest Speakers; Mr Fred Holland and Ms JagwigaBorns – Diabetes Care**

Barbara introduced Fred Holland to the group. Fred has been recognised for the work that he has done within the Wyre Forest area for diabetes and has as a result of his endeavours met with the Queen and the then Prime Minister David Cameron.

Fred in turn introduced JagwigaBorns, Diabetes Specialist Nurse working out of the Fred Holland Centre for Diabetes on the Kidderminster Hospital site.

Jagwiga explained that the service is a resource for complex diabetes care and treatment for patients with both type 1 and type 2 diabetes. The statistics are 57,000 patients are diagnosed with diabetes within the Hereford and Worcestershire area with approximately 7,200 people diagnosed with diabetes living in the Wyre Forest area alone. It is estimated that a further 7,200 people are living with diabetes within the county and have yet to be diagnosed.

The majority of patients with diabetes are well cared for by their GP practice, and this can include patients that require insulin. The Fred Holland Centre cares for complex patients who are unable to be managed within their GP practice. This includes patients who are pregnant or are currently on pump therapy for continuous insulin medication. At present the centre cares for 68 patients on pump therapy.

The centre also acts as a resource and education/training facility for health care professionals providing courses for Lead Nurses and GP education, the Admission Prevention Team and GP practices. Regular attendance at the centre's educational courses is mandatory for staff within GP practices who care for diabetes patients under an Enhanced Service Contract.

Jagwiga went onto explain what diabetes is with Type 1 diabetes tending to be diagnosed at an earlier age. This is an autoimmune disease where the pancreas cells which produce insulin are destroyed resulting in patients requiring insulin therapy.

Type 2 diabetes tends to be diagnosed later in life, although some school aged children do present with the disorder. The beta cells in the pancreas are not destroyed in Type 2 diabetes but are compromised in their function or 'on a go slow' with only about 50% of cells producing insulin. The disease is

associated with lifestyle and excess weight and patients develop insulin resistance with the body requiring higher and higher levels of insulin to function.

Jagwiga explained that most patients who are diagnosed have been living with diabetes for between 2-10 years with the body adjusting by producing more and more insulin.

If blood sugar levels remain high and untreated there is a risk to the heart, eye health and damage to kidneys and feet.

Jagwiga provided educational material for the group and practice and Barbara thanked her and Fred Holland for the interesting and informative talk.

### **Minutes from the Previous Meeting**

The minutes from the previous meeting were approved and signed.

### **Matters arising**

Barbara thanked Julia for chairing the last meeting and for everyone's support following her recent surgery.

Signage for GP's areas of interest still to be installed at Cookley and Aylmer Lodge surgeries. **Action: Jayne Barraclough**

### **Dial-a-ride Donation**

This much needed and valued service, celebrating its 30<sup>th</sup> Anniversary. Unfortunately however the PPG does not currently hold funds and is therefore unable to make a donation on behalf of the group although individual members may support in this way.

### **Practice Report**

Jayne explained that the CQC assessment visit had gone very well, with the Inspector confirming that there was no negative feedback to give to the practice at the end of the assessment day. The practice had arranged for Barbara as PPG chair to meet with the CQC assessors and Barbara had described the work that the PPG do to support the practice and represent patients. The inspection team were very impressed by the work of the PPG and the innovative floor walking service. The report should be available shortly and will be brought to a future PPG meeting. It will also be made public on the CQC website.

The practice CQC presentation was shown during the first part of the meeting.

### **Group Rules and Terms of Reference**

Information of the proposed Ground Rules and Terms of Reference for the PPG which had been discussed at the last meeting had been circulated for review. The group revisited these at the meeting and approved them. Copy attached.

### **Proposed Levels of Membership**

The group considered the possible levels of different membership that may be adopted by the PPG. This would be in line with examples of other PPGs across the country and would allow for wider representation from the practice patients.

The proposed levels discussed were:

**Main PPG Group** – Core Group/Committee responsible for steering the PPG  
Maximum 15 members plus co-opted individuals on occasion, members have voting rights. Occasional outside speakers but these will usually be at the Health Events, so they reach a wider audience.

**Task Groups** e.g. Floor walking Service/ arranging health events  
Small groups about 6 people, ad hoc, called together to carry out specific tasks  
e.g. PPG Awareness Week display or Health Events

**Associate Members** – allow for wider membership from practice patients who may not have the time to commit to full PPG membership.  
Any number, may include volunteers, former PPG members, volunteers, patients who want to be kept informed about the PPG and Practice

The proposed tiers of PPG membership were approved.  
David Coultas made the point that the PPG needs wider representation from younger people, however it is difficult to recruit younger age groups because of time commitments.

Copy attached

### **Constitution**

The Group considered 2 draft constitutions and which would suit the PPG at Aylmer Lodge. It was agreed to adopt the document drafted by Julia and to amend by removing the paragraph on the length of service time.

The Constitution was also amended for times when there may be a waiting list for members to confirm that Associate Membership would be available for new members waiting to join the Core Group or for members of the Core Group to join, if they chose to stand down.

Copy attached.

### **Announcements and Forthcoming Events**

#### **January Meal**

Agreed to arrange in the New Year at the Brasserie

#### **4 January PPG Meeting**

This will include a welcome evening for the patients who have expressed an interest in becoming more involved with the PPG. This meeting will be held at Hume Street, perhaps in Meeting Rooms 1&2 as this is a larger room for what we

hope will be a larger meeting and is next to the kitchen for tea/coffee. The practice will provide refreshments including mince pies.

### **Forthcoming AGM**

Discussed holding this at Cookley Village Hall and advertising this widely across the practice so that a larger number of patients are aware and can attend. There are some concerns about the privacy of the Village Hall, however the group was reassured by the PPG members who use the hall regularly that it would be suitable.

### **Healthwatch Public Board Meeting**

This is being held at 11:15am on 11 November at the Council House

### **Floor walking Rota**

Margaret will be re-joining the rota – thank you.

### **AOB**

### **Date of Next Meeting**

### **6:30pm Meeting rooms 1&2 Aylmer Lodge Surgery**

The first part of the evening will include a welcome for potential new members.