**Sherborne Apples Forum (SAF) Steering Group Minutes Tuesday 10th October 2017**

Attendees: Irene (IM), Kay (KJ), Dy (DH), Bruce (BD), Allan (AP), Trevor (TR Chair), John (JW), Patricia (PCl), Peter Davies (PD - New) Jennifer Parker (JP - New) Jill Gregory (JG)Philippa (PJC)

1. Minutes of last meeting read and agreed – Welcome to two new patients, Peter Davies and Jennifer Parker, invited along as interested in joining the S.A.F.
2. Survey Feedback:

KJ Data Dump –

153 submitted surveys, 79 women, 53 men, 21 unknown genders

Another 18 males to complete the survey to reach the target

64% of survey completed were patients in the age bracket of 65 and over’s

TR queried that younger men don’t want to participate?

KJ did not think that this was the reason, difficult to target that audience

Repeat prescriptions – over 90% order once a month

JW said that is the most you can order

PJC to discuss findings with Dispensary Manager

Issues with the survey – Only having one laptop meant that patients were missed when they came out of the surgery – IM and PC tried to use the paper copy (8 paper copies completed) AP has these in reserve not entered onto the system awaiting KJ directions.

Over 65s more keen to complete the survey, parents with young children in a rush, some patients too ill to take part, young patients have no time.

Next Steps –

AP suggested to carry out the survey for one more week (schedule handed out at the end of the meeting for volunteers to sign up) to target male patients.

Once the survey has been completed by another 18 males AP to send KJ final data dump.

AP and KJ to analyse the data

S.A.F. meeting for AP and KJ to present their findings, discuss any comments that were difficult to translate and seek approval to present to the surgery.

AP and KJ final check through the data

KJ & AP to present to the surgery and GPs – actions are to be taken if required

1. Irene and Dy feedback – [www.dorsetsvision.nhs.uk](http://www.dorsetsvision.nhs.uk)

Irene and Dy attended a very useful PPG networking event in Dorchester on Monday 9th Oct;

On 31st January 2018 North Dorset PPG will have training on three main points; Access to Primary Care, Estates and Frailty – the S.A.F. were unsure what training they could have on these items. (Training venue tbc)

IM & DH – said that they have been to many PPG meetings in the past and this one was very useful, they felt that the role of a PPG was only now being to be defined

IM & DH – suggested that everyone looks on the above website as this informs the PPGs of the pending changes that are happening in the locality – this brought in Dr Miles (last min item on the agenda due to information received; a meeting which will invite PPG chairs)

Dr Miles joined the S.A.F. meeting briefly to discuss the possible merger of the three Sherborne medical practices – this has been briefly mentioned in other S.A.F meetings. This possibility has now moved on further, all three practices have been attending meetings at the Yeatman; the government would like Primary Care to work at ‘Scale’ in Hubs, the Yeatman is being proposed as the Sherborne Hub, integrating the three GP surgeries with District Nurses, Community Rehab teams, Mental Health, Physio, X-ray etc.

The merger will also aid in recruitment within the GP surgeries.

There is a meeting planned for Monday 30th October 12.30pm to 4.30pm (tbc) this meeting is for an ‘informed audience’ i.e. chairs from the three surgeries PPGs; BD and AP volunteered.

TR would like another meeting purely to discuss this item –PJC disagreed as BD and AP will have a briefing and will feed back to the group at the next S.A.F. meeting.

BD and AP would like to have a briefing to understand the proposal of the Yeatman hub before the meeting on Monday 30th Oct – PJC suggested inviting Keith Harrison, Bute House PPG chair and Roger Marsh PPG Chair of Newlands to a meeting at the Apples to discuss this further - tbc

Dr Miles said that there will be a briefing by the Project Manager who is leading before Monday 30th October 2017 - tbc

BD and AP will feedback the information gathered at the meeting to the S.A.F. main group.

PJC apologised to the group as this item interrupted the rest of the meeting – but due to a short timescale of 30th Oct this was an opportunity for the group to be informed by Dr Miles

1. Supporting Bute and Newland – due to the above then this will become even more important – the group agreed that one day all PPGs in Sherborne will be one.
2. Do we need an Apples PPG with sub group SAF focussed on individual actions:

Long debate – outcome:

JG Steering groups should be formed by the main ‘committee’ S.A.F. group that meet once a quarter – using the ‘open actions’ members can chose which action they would like to participate in.

Main committee S.A.F. group is for information only – feedback from the ‘Steering Groups’

BD Merger meetings should be a ‘stand alone’ meeting – only feeding information back to the committee members.

AOB – all patients who took the survey to be thanked in the next Newsletter

**Next S.A.F. Steering Group Meeting – to analyse the survey - tbc**

**Next Meeting for Commitee Group to be agreed at next meeting.**