

Wilsden Medical Practice Patient Participation Group

Monday 4th April 2016 Minutes

1. **Welcome:** Wendy welcomed everyone to the meeting
2. **Present:** Wendy, Jenny, Margaret, Sylvia, Dave, Trish, Gill, Anita, and Suzanne
3. **Apologies:** Chris, Judith, Ruby & Michelle.
4. **Minutes of meeting of 7th March 2016 for approval:** Approved
5. **Matters arising:** Covered in agenda
6. **Treasurer's report:** Given in AGM by Trish
7. **Report on Premium money/buying equipment:** Awaiting final confirmation.
8. **Practice manager issues:** Suzanne has done excellent work on surgery web site.
9. **E-technology/data design and analysis:** Web site looking good with new photos, but needing help from web site provider.
10. **Request for a visit from Bingley:** Request for Gill and Norma from Bingley PPG to attend a future meeting. Date TBC.
11. **Student slot:** Busy with exams
12. **Recruiting new member/s:** Recruitment to go onto web site, notice boards and flyers. Candidates to attend a meeting to see what we do. Ongoing. Dave to design posters etc.
13. **School's survey:** Ongoing, approved and in cooperation with other surgeries in Bingley.
14. **Warfarin survey:** Now completed
15. **'Hard to Reach' survey:** Pilot through Harden pharmacy
16. **Telephone survey:** Ongoing. Chris still preparing, but new criteria pending from NHS England
17. **'Pharmacy First' evening:** Wendy to draft a formal letter to doctors. We may look at merging with other PPG's looking at programmes to encompass subjects i.e. Pharmacy First perhaps in spring and autumn each year.
18. **Patient Awareness Week:** Post it notes- any other ideas for patient input. Would help with future surveys. Display CCG posters, PPG info leaflets, and maybe recruitment info.
19. **CCG/Network report:** Wendy brought a report from CCG Network which she explained very well. Many changes are coming.
20. **Admin etc**
 - Notice boards:** All up-to-date.
 - Magazines:** All going well.
 - 'Comments' boxes:** Compliment for all surgery staff from a patient.
21. **AOB:** Anita asked for an updated sheet for mum's and babies survey. Dave to update and send to Anita.

Meeting dates for the year: 9th May; 6th June; 4th July; 1st August; 5th September; 3rd October; 7th November; 5th December

Pending List

Diabetes, obesity, self care evenings

Open day

Display for PPG Awareness week