

Wilsden Medical Practice Patient Participation Group Minutes

Monday 1st August 2016 1.00 – 2.45 pm

1. **Welcome:** Wendy welcomed everyone to the group and gave an update from Chris.
2. **Present:** Jenny, Gill, Sylvia, Margaret, Trish, Judith, Anita, Wendy, Jamie and Dave.
3. **Apologies:** Chris, Suzanne and Michelle.
4. **Minutes of meeting of 4th July 2016:** approved.
5. **Matters arising:** Dealt with in agenda.
6. **Treasurer's report:** Cards and fruit sent to all reception staff - well received.
7. **Report on Premium money/buying equipment:** Ongoing
8. **Practice Manager Slot:** Why was Cullingworth closed? Phone/broadband down now fixed.
9. **Practice info feedback afternoon – Wednesday 7th September (pm).** Dave & Wendy to give feedback to reception staff re: telephone survey. Wendy and Jenny giving feedback on schools and other surveys.
10. **E-technology/data design and analysis:** Ongoing
11. **Student slot:** Students on holiday.
12. **Recruiting new member/s:** Ongoing, awaiting response from leaflets. Maybe a coffee morning?
13. **Speaker Suggestion:** Attending the October meeting.
14. **School's survey:** Bingley, Beckfoot, and Parkside schools - 132 completed forms, with some interest in medical career and also interest in joining PPG student placements
15. **'Hard to Reach' survey:** Reported that none had been returned. Wendy to go back to partners for ideas.
16. **Men's survey/amendments to insert leaflet:** Leaflet updated - ready for printing
17. **Telephone survey:** Next part to take place in September/October.
18. **General Practice Access Plan:** Done on time. Available information - Wendy has access - will update at next meeting
19. **Terms of Reference:** Group to look at, amend and agree at the next meeting.
20. **Local PPG's Meeting:** Ongoing
21. **CCG/Network Report:** Wendy updated the group. Positive information.
22. **Group Christmas Meal:** Tuesday 6th December 18:30 for 19:00. Trish booking at Dog & Gun.
23. **Group Coffee Morning:** 9th August at 11am - Stephen Smiths Garden Centre.
24. **Admin:** All covered
25. **A.O.B.:** End of Life seminar ongoing but now looking at 2017,

Dates for year: 5th September; 3rd October; 7th November; 5th December.