

Wilsden Medical Practice Patient Participation Group Minutes

Monday 5th December 2016 1.00 – 2.30 pm

1. **Welcome:** Wendy welcomed everyone to the meeting.
2. **Present:** Wendy, Jenny, Anita, Margaret, Sylvia, Suzanne, Dave, Ian, Trish, Jamie, Chris and Gill.
3. **Apologies:** Michelle.
4. **Minutes of meeting of 7th November 2016 for approval:** Approved.
5. **Matters arising:** Dealt with in Agenda.
6. **Treasurer's report:** Trish reported, ongoing, Christmas meal tomorrow.
7. **Practice Manager issues**
 - **Patient transport – report back**
8. **Car service request:** Patient transport not for emergency/same day appointments. Receptionist now aware.
9. **E-technology/data design and analysis:** All ok, ongoing.
10. **Jamie and Ian slot:** Jamie and Ian updated the group on prior projects and experience. Jamie helps out at Scope, and Ian wants to support the practice and patients. Welcome to both.
11. **'Hard to Reach' – feedback from Network discussion:** Ongoing.
12. **Forward planning: Document circulated:** Wendy forwarded this document to all. To discuss at January meeting.
13. **Terms of Reference/constitution: Jamie and Dave:** Jamie has drawn up a draft copy and we talked through point by point. Jamie to make amendments and bring back to meeting in January for further discussion.
14. **Local PPGs meeting: Now called the Bingley Bubble:** Joint practice PPG's meeting. Ongoing. Ian and Judith to attend next meeting.
15. **CCG/Network report:**
16. **Admin etc.**
 - Notice boards:** PPG minutes going missing
 - Magazines:** Ongoing
 - 'Comments' boxes:** Comments passed to Suzanne
17. **AOB:** Mum's & Babies Survey ongoing. New question to be added to survey by Dave.

Dates for next year: 9th January, 6th February, 6th March, 3rd April, 8th May, 5th June, 3rd July, 7th August, 4th September, 2nd October, 6th November, 4th December.