

PPG
Minutes of Meeting
Monday 2nd October 2017
1.00 – 2.30 pm

1. **Welcome:** Wendy welcomed everyone to the meeting
2. **Present:** Jenny F. Jenny L. Anita, Sylvia, Trish, Ian, Judith, Jamie, Wendy
3. **In attendance:** Dr Mhairi Mckittrick, Suzanne Smith
4. **Apologies:** Dave, Gill, Margaret, Chris
5. **Minutes of meeting of 4th September 2017 for approval:** Approved
6. **Matters arising:** covered on agenda
7. **Dr Mackittrick slot**
 - Artwork for waiting rooms** – Jenny F had made some enquiries. A community artist was interested but would need expenses. Agreed Jenny would look at location in main entrance and liaise with community artist re: possibilities and cost. Agreed that theme should be local landmarks. In addition, a local councillor produces photographs which could be suitable for the walls at Cullingworth as no space for an art mural. Jenny F. agreed to pursue.
 - Mums and Babies** – most clinics now going to a central hub at Canalside with monthly clinics at WMP alternating between Wilsden and Cullingworth. Agreed to continue seeking feedback and will be included in plan for PPG activities next year.
 - Newsletter** – long discussion about what to include and a final decision on alterations made at the meeting and will be ready for printing and distribution tomorrow. Thanks to Ian for all his hard work
 - Staffing** – in the near future all registrars will come for just six months – full time rather than part time. Advertising again for a salaried GP
 - School survey** - recognised nationally
 - Social prescribing/connectors at all surgeries** – Wendy reported on CCG plans for this service
8. **Practice Manager slot:**
 - Feedback to all Practice staff on October 18th 2.30 – 3.30. Wendy P, Jenny L, Jenny F, Ian C, Trish S, Jamie H, Judith F. to be in attendance. Jamie agreed to assist with drawing up slide presentation on telephone survey and Jenny L will report on Schools' survey
 - FFT survey** – undertaken at flu clinics with two more evening sessions for more responses
 - TV screens** – operating better at Wilsden than Cullingworth
 - Wifi at all surgeries by December** – in progress
9. **Treasurer's report:** Margaret. Not present so pended until next meeting
10. **Admin. etc. Notice Boards, magazines, 'Comments' boxes** – magazines still disappearing from Cullingworth. Otherwise all up-to-date. Wendy mentioned a 'Notice Board Competition' at the November patient network but meeting agreed we should not enter.
11. **E-technology/data design and analysis:** Dave had done some work and found a number of websites listed on the website to be unobtainable. A suggestion that we look at other websites and see what they listed and whether it worked. Also agreed that PPG could help the Practice doing this work and a working group set up including: Jenny F. Anita, Judith, Wendy. Date and time to be sorted
15. **'End of Life':** course going really well with very positive feedback so far. The church at Cullingworth had been extremely helpful setting up, opening up etc. Agreed that an extra amount be paid in addition to the agreed rent.

16. **CCG feedback:** Wendy
17. **Local PPG meetings:** Judith and Ian reported back that there had been extensive discussions on: flu jabs at pharmacies; extended access for evenings and weekends. There is an additional meeting to discuss extended access to be held at WMP on October 10th. WP to try and get one of the organisers from CCG to attend and answer questions. One of the discussion tables at the November Patient Network is about PPGs collaborating and Norma willing to lead. WP to inform CCG. Also agreed to look at possibility of having a play on dementia organised by the group to be held at Canalside
18. **Dates for this year:** 6th November, 4th December