

## Wilsden Medical Practice Patient Participation Group

### Minutes

1. **Welcome:** Wendy welcomed everyone to the meeting
2. **Present:** Jenny, Sylvia, Trish, Ian, Jamie, Margaret, Wendy, Judith
3. **In attendance:** Dr. Mhairi Mckittrick, who was welcomed as our link with the Practice and who will attend every three months; Suzanne Smith
4. **Apologies:** Dave, Anita, Gill, Chris
5. **Minutes of meeting:** 6<sup>th</sup> March 2017 approved
6. **Matters arising:** covered on agenda
7. **Treasurer's report:** No change
8. **Practice Manager Issues:** Suzanne and Dr Mckittrick updated us on staffing and refurbishment at Cullingworth.
9. **E-technology/data design and analysis:** nothing to report
10. **Survey reports:**
  - Warfarin – completed and Jamie presented the results
  - Mums and Babies – Gill and Margaret had both attended 'walk-in' sessions and gathered some responses. Will now also cover April
  - 'Hard to Reach' report pending until discussed with Dr Wilson
  - Schools – group met earlier and plans well in hand for this year
  - Telephone – to confirm date we commence. Judith has prepared timetable for people to opt in. Gill away this month but willing to be on rota.
  - 'End of Life'- planning in May at 11.30 before the meeting/request made to CCG for help with funding
  - Request re: 'alcohol' stall (Tamara Paul). Deferred until we decide whether we will be doing any summer surveys
11. **Information leaflet** – Planning meeting for this at 1.30 pm on 28<sup>th</sup> April.
12. **Access Plan update:** this has been submitted to the CCG. The next stage will involve surveys in July and January based on the Friends and Family form with three additional questions. We were invited to select three questions out of a possible five and WP to send these to CCG. The Patient Network would also choose three and put in order of preference. There could be a role for the PPG in undertaking these surveys
13. **Terms of Reference/constitution:** to be presented at AGM in May
14. **Recruitment:** deferred
15. **Local PPGs meeting:** none attended since last meeting
16. **CCG/Network report**
17. **Admin etc.**
  - Notice boards}
  - Magazines} all sorted
  - 'Comments' boxes}
18. **AOB:** Dr Mckittrick asked for any ideas to make the surgeries more welcoming and to look at the possibility of some art work. To go on agenda next meeting
19. **Dates for next year: 8th May, 5th June, 3rd July, 7th August, 4th September, 2nd October, 6th November, 4th December**

