

Wilsden Medical Practice Patient Participation Group

Minutes of Meeting

Monday 3rd July 2017

1. **Welcome:** Wendy welcomed everyone to the meeting and a special welcome to our new member Jennifer (Jenny) Finn
2. **Present:** Dave, Jamie, Sylvia, Ian, Judith, Trish, Jenny, Jenny, Wendy, Margaret
3. **In attendance:** Suzanne Smith
4. **Apologies:** Anita, Chris, Gill, Dr Mckittrick
5. **Minutes of meeting of 5th June:** approved
6. **Matters arising:** covered on agenda
7. **Treasurer's report:** Margaret starting this new role and collected money from everyone for our 'incidentals' fund
8. **Practice Manager Issues:**
 - One new GP appointed for 6 sessions per week to commence in October
 - Interviewing a second this Wednesday and also a person for Advanced Nurse Practitioner
 - Lost armchair at Cullingworth has been found
 - Patient complaint re: cobwebs on light noted
 - Dates of flu clinics not yet confirmed
 - Once telephone survey data collated, a meeting will be arranged with reception staff
9. **Artwork for waiting rooms:** Enquiries have been made but no result. Jenny and Ian to approach Bradford College Art Department re: project for student
10. **E-technology/data design and analysis:** Website up-to-date
11. **Information leaflet:** Amendments now to be applied and staff list updated and also include information re: 'End of Life' course. Agreed that in future we would include information on number of 'comments' in boxes and how dealt with
12. **Schools' Survey:** All leaflets now distributed and awaiting notification when complete
13. **Mums and Babies:** Now competed for this year and Jamie collating results
14. **'End of Life'**
 - Funding confirmed
 - Venue and dates confirmed - will be sent out separately
 - Speakers to be contacted to confirm titles
 - Advance publicity in Newsletter
 - CCG no record of our leaflet. Dave to design the diary section and several will look for photos of poppies for the front
 - Extra planning meeting on 17th July from 11.00 to 12.00

15. Telephone survey: Surveys now completed and Jamie to analyse after which a presentation to reception staff. To be arranged

16. Update on people wanting to join and protocol for recruiting new members:

Jenny Finn had met with us today and requests=ed to join and this was agreed as from today

Extensive discussion and agreed that any new members in future will come first for a discussion followed by sitting in on a meeting. Maximum members now 14 and curacy 6. Jamie to amend the 'Terms of Reference' and to be agreed at next meeting

17. CCG feedback:

Feedback included a report on uptake of flu vaccinations and CCG wanting to increase the numbers. Wilsden already following up none attenders by phone, letter and text.

There will be a campaign to use TV screens in waiting rooms to advertise health messages such as 'self care'

18. Access Plans: Submitted last Friday, as required. PPG help will probably be needed to conduct the next survey of FFT plus extra questions both in waiting rooms and at flu clinics

19. Local PPG meetings: No meeting since our last PPG. Next one 24th July here and another person needed to attend as Ian can't do this one

20. Admin etc.

Notice boards, Magazines , 'Comments' boxes All going smoothly except for regular disappearance of magazines at Cullingworth

21. AOB: None

22. Dates for this year: 7th August, 4th September, 2nd October, 6th November, 4th December