

Wilsden Medical Practice Patient Participation Group

Minutes of meeting

Monday 4th September 2017

1. **Welcome:** Wendy welcomed everyone to the meeting
2. **Present:** Gill, Dave, Sylvia, Trish, Judith, Ian, Jenny L. Wendy
3. **In attendance:** Suzanne for part of meeting
4. **Apologies:** Jenny F. Anita, Margaret, Jamie, Chris,
5. **Minutes of meeting of 7th August 2017 for approval:** Approved
6. **Matters arising:** covered on agenda
7. **Treasurer's report:** Margaret away so report pending
8. **Practice Manager Issues:**
 - Survey forms for flu clinics will be printed off and some at each surgery
 - Portfolios for 'End of Life' course will be printed off on Wednesday to collect Thursday am
 - New doctor and Nurse Practitioner starting today
 - one receptionist left and interviewing this week for replacement
 - TV screen operational and to liaise re: putting on PPG notices
9. **Artwork for waiting rooms:** Pending discussion with Dr Mckittrick
10. **Admin. etc. Notice Boards, magazines, 'Comments' boxes:** Magazines still disappearing from Cullingworth surgery. Otherwise up-to-date
11. **E-technology/data design and analysis:** Dave had provided a list at the last meeting of alterations required for the website. Some had been amended and ticked off the list and Suzanne working onto e remainder of the list
12. **Information leaflet:** Ian circulated ideas on the format, content and timing of another Newsletter.

Agreed:

- next newsletter to be produced for October with the next one in the New Year
 - To include feedback on PPG initiatives such as Schools, telephone survey, 'End of Life' course, flu clinics, mums and babies
 - To request information from the Practice re: staffing such as list of all staff and any specialisms and their roles
 - To discuss with Dr Mckittrick at next meeting issues around whose newsletter it is and future content
13. **Schools' Survey:** Now completed and all returns sent out to the practices. One of our prospective students has withdrawn and been unable to contact the second
 14. **Mums and Babies:** To go on next agenda and discussion with Dr Mckittrick re: frequency
 15. **'End of Life':** Planning nearly completed. 27 recruited to date. All speakers notified re: venue and their allocated dates

16. **Flu clinics:** all sessions covered and required survey from CCG will be undertaken. Thanks to Dave for designing the questionnaire
17. **CCG feedback:** Wendy reported on her retirement from the Peoples' Board and also the initiative to have 'Connectors' (formerly 'social prescribers') in all practices by next year if there is funding. Already rolled out to 27 practices. It is for frequent attenders who may have social and emotional needs and each practice can refer 50 patients who can have 6 sessions with the 'connector' who is able to refer on to a range of provision
18. **Local PPG meetings:** No meeting since our last PPG. Wendy reported that CCG interested in this initiative as probably first of its kind
19. **AOB:** None
20. **Dates for this year: 2nd October, 6th November, 4th December**