

Wilsden Medical Practice Patient Participation Group

Minutes of Meeting

Monday 5th June 2017

1. **Welcome:** Wendy welcomed everyone to the meeting, especial welcome to Dave.
2. **Present:** Dave Moore, Gill Leather, Judith Fenton, Margaret Andrews, Sylvia Fisher, Trish Smith, Jamie Harrison, Jenny Lightowler, Wendy Parkin
3. **In attendance:** Irene Kane - visitor with interest in joining
4. **Apologies:** Anita Booth, Chris Stephenson, Ian Cartwright, Suzanne Smith, Michele Eastwood
5. **Minutes of meeting of 8th May:** Approved
6. **Matters arising:** nothing extra to agenda
7. **Treasurer's Report:** After covering the role for some considerable time Trish decided she needs to resign. Very sincere thanks were expressed to Trish and there was presentation of a card and flowers from all of us to express our appreciation. Thanks Trish

Margaret offered to take on the role and thanks to her for that
8. **Practice Manager Issues:** The 'Access' plan needs to be completed this month and Wendy liaising with Michelle and Suzanne
9. **E-technology/data design and analysis:** Dave reported the website is up-to-date
10. **Information leaflet:** Slight delay because of problems with format. Jamie to look at it, otherwise to Ian after his holiday
11. **Schools' Survey:** Almost finalised and ready to send out. The PPG group requested opportunity to 'approve' but agreed a copy would go out 'for info'. Each Practice will contribute to photocopying.
12. **Mums and Babies:** Gill to cover one more session at Cullingworth and then to end. Some returns form Cullingworth have been lost. Agreed we request a pigeon hole at Cullingworth as well as Wilsden so any forms such as those have a place.
13. **'End of Life':** Venue at Cullingworth seems suitable. Kathryn happy to be part but has limited dates. Local undertaker been approached and Dr A. Sykes agreed to contribute again. Dave offered to look at designing the publicity leaflet.

A further planning meeting to be held on 19th June at Wilsden from 11.00 - 12.00
14. **Telephone survey:** Starts Monday 12th June for three weeks. Judith and Jamie sorting the forms and people signed up for the slots
15. **CCG feedback:** Wendy reported back on a meeting where ideas were shared around practices, particularly about access. The Wilsden telephone survey attracted interest
16. **Access Plans:** New submission this month and Wendy to liaise with the Practice. There will be further work from September to November when there will be additional questions added to the 'Friends and Family' and there is a target for the number of returns to be met. Possible PPG involvement in encouraging people to complete and also use at flu clinics
17. **Local PPG meetings:** Judith reported back from a recent meeting and announced there would be no input at Bingley show or music festival. The art therapy group is popular and looking to expand.

18. Admin etc.
Notice boards, Magazines , 'Comments' boxes: all going smoothly

19. AOB:

Christmas Dinner at Dog and Gun December 5th

Dr Mckittrick request for art work in the surgery. Chasing up community art at the moment and possibly art colleges

20. Dates for this year: 3rd July, 7th August, 4th September, 2nd October, 6th November, 4th December