

PPG
Minutes of meeting
Monday 6th November 2017
1.00 – 2.30 pm

1. **Welcome:** Wendy welcomed everyone
2. **Present:** Sylvia, Gill, Ian, Judith, Jenny L, Wendy, Jamie, Margaret
3. **Apologies:** Michelle, Suzanne, Anita, Dave, Trish, Chris, Jenny F
4. **Minutes of meeting of 2nd October 2017:** approved with amendment to item 11, Anita not part of the working group
5. **Practice Manager slot:** a request from Michelle for help with flu clinics at Wilsden and Cullingworth on Thursday 9th November, from 4.00 – 6.00 pm. Judith volunteered for Wilsden but no-one able to help at Cullingworth
6. **Forward Planning:** a tentative draft of possible projects for next year
 - Mums and Babies/Parents and Babies/? Cooperate with other three practices
 - Telephone surveys
 - Schools Survey
 - Warfarin
 - Newsletter – ‘day in the life of’ requests/info on our various surveys/info on changes in Practice
 - ?Any summer surveys at galas and shows/liaise with Practice
 - Ongoing ‘access’ surveys from CCG/reports from CCG
 - Working with other practices ?possible joint projects
 - ? another course on ‘self help’ or any other ideas
 - Flu clinics
 - Admin – notice boards, magazines/‘comments’ boxes
 - Art project
 - ? Corkhill again
7. **Treasurer’s report:** Margaret had a breakdown of the state of PPG funds. Some bills still outstanding for the Course
9. **Admin. etc. Notice Boards, magazines, ‘Comments’ boxes:** proceeding as usual. One positive anonymous comment received to be forwarded to Michelle
10. **Newsletter:** Ian reported on the distribution of the newsletter via the PPG noticeboard. It was discussed whether it would be more economical to have a batch printed at Shipley Printers rather than constant photocopying. Also, whether some could be distributed away from the surgeries into the community. To consult with Practice Managers. Ian already planning next version. Confirm it is on website.
11. **Flu clinics and surveys:** went well and a number of FFT/Access surveys done
12. **Schools’ Survey:** Jenny. This now complete for 2017 but Jenny facilitating a table at the CCG November Network celebration meeting
13. **‘End of Life’:** this had evaluated extremely well and Wendy read three letters/cards of thanks in appreciation of the course. Some interest at CCG of offering a template/pack for the course to be done in other venues

- 14. CCG feedback and local PPG meetings:** Wendy had arranged for Vicki Wallace, Head of Commissioning for Primary Care Extended Access, to come and meet with representatives of the four PPGs. The meeting went very well and much appreciation of Vicki's clear and honest update on the future planning of this service. Three further hubs, in addition to Westbourne Green, are planned. A report also on the possible 'Dementia Event' when the four PPGs would support one of two Bradford wide events.
A PPG from Baildon now likely to join the present four as it is part of some GP practices working together to provide services
- 15. AOB:** agreed we would meet up with Chris for coffee. Wendy agreed to email and ask for possible dates to go to 'Spoons' in Cullingworth
- 16. Next meeting:** 4th December

Forward Planning for 2018

Telephone survey