

**Wilsden Medical Practice Patient Participation Group Agenda
Minutes**

Monday 8th May 2017

1. **Welcome:** Wendy welcomed everyone to the meeting
2. **Present:** Jamie, Jenny, Sylvia, Margaret, Judith, Wendy
3. **In attendance:** Suzanne Smith
4. **Apologies:** Anita, Chris, Dave, Trish, Ian, Gill
5. **Minutes of meeting of 3rd April:** Approved
7. **Treasurer's report:** Next month
8. **Practice Manager Issues:**
 - Suzanne updated us on staffing and a new advertising project
 - TV screen socket still not sorted
 - Update from Wendy about CCG issues which affect the Practice - see later in minutes
9. **E-technology/data design and analysis:** nothing to report this month
10. **Information leaflet:** All welcomed and appreciated Ian's work on this. Possibility of including something about disappearing magazines for the waiting rooms
11. **Schools' Survey:** Ready for distribution after minor amendments made. Insert also ready. Thanks to Jenny and Jamie
12. **Mums and Babies:** Some surveys have been completed. Margaret offered to do a further session and it was agreed to ask Gill to do the same with the aim of completing the survey by the end of May. Jamie willing to analyse
13. **'End of Life':** Agreed to go ahead for the autumn. Several members agreed to explore venues, costs, publicity, funding, link with Manorlands, speakers. A further meeting on 22nd may 2017 from 11.00 - 12.00 to share results and further planning
14. **Request re: Village Spring Show/alcohol stall (Tamara Paul):** Not enough time to pursue
15. **Terms of Reference:** Now completed and accepted at AGM - thanks to Jamie and Dave
16. **'Hard to Reach' -pending:** Still pending, not sure whether to pursue
17. **Telephone survey:** Phone system now fully operational. Survey to go ahead for three weeks in June beginning 12.06. 2017. Thanks to Judith for her work in compiling timetables and questionnaires. Jamie willing to assist with analysis. If willing to be involved please let Judith know asap

18. Access Plans:

Survey in July: this will involve patients throughout July being asked to complete a short survey using the 'Friends and Family' plus three other questions as discussed at the last meeting. The contribution of those who selected questions has been fed back to those planning it

Update for June: CCG requires some further information but not clear what - Wendy to clarify

Invite for May 10th: The Clinical Commissioning Forum holding a 'showcase' event on May 10th to which invited. It results from the Access Plans and aimed at sharing good practice

19. Local PPG meetings: Judith and Ian unable to attend last meeting

20. Recruitment - report re: applicant slip in pigeon hole: Wendy contacted the person interested and she will attend the June meeting as an observer to see if interested. On holiday today

21. CCG report on extended hours: Wendy reported back on plans for GP services to be extended into evenings starting with a small area June 2017 and covering all of Bradford by December 2018. Appointments will be booked through one's own practice but can attend any of the centres. Aimed at people who can't attend during the day

18. Admin etc.

Notice boards, Magazines, 'Comments' boxes: All going smoothly apart from loss of magazines from Cullingworth, Sylvia putting labels on again.

19. AOB: Request for waiting room art project. Jenny to contact artist who decorates windows and also look at possibility of a student project from the Art College

20. Dates for this year: 5th June, 3rd July, 7th August, 4th September, 2nd October, 6th November, 4th December