

Wilsden Medical Practice Patient Participation Group Minutes

Monday 7th November 2016 1.00 – 2.30 pm

1. **Welcome:** Wendy welcomed everyone to the group.
2. **Present:** Wendy, Jenny, Gill, Sylvia, Margaret, Judith, Dave Trish Jamie and Ian (possible new member).
3. **Apologies:** Chris, Anita, Suzanne and Michelle.
4. **Minutes of meeting of 3rd October 2016 for approval:** Approved
5. **Matters arising:** Dealt with in agenda.
6. **Treasurer's report:** Christmas meal arranged. Figures held by practice still awaiting.
7. **Practice Manager issues:** No practice managers available.
8. **Flu clinics – feedback evening sessions:** Excellent feedback.
9. **Men's surveys – feedback:** Good results and positive feedback.
10. **Meeting with Practice 2/11 - feedback:** Hard to reach survey-ongoing?? New ideas hopefully. DIY blood pressure monitors to be installed.
11. **E-technology/data design and analysis:** All looking fine. Men's survey completed and fed back to practice by Wendy.
12. **Recruiting new member/s. Table display in waiting room for November:** Postponed until 2017 possibly to coincide with PPG awareness week or in March
13. **School's survey next year:** New survey in 2017 for Wilsden MP only.
14. **General Practice Access Plan/planning for March 2017/Friends and Family:** Warfarin and Mum's & Babies surveys to be repeated early 2017.
15. **Open Day:** 2017 project possibly to coincide with PPG awareness week.
16. **'End of Life' course - ? repeat:** Yes in 2017
17. **Terms of Reference:** Jamie to look at other practices use, and feedback.
18. **Local PPGs meeting:** On hold.
19. **CCG/Network report:** Wendy fed back on meetings.
20. **Admin etc.**
 - Notice boards:** Up to date.
 - Magazines:** Ongoing
 - 'Comments' boxes:** One left no contact details so we can't get back to them to answer the question.
21. **AOB:**
22. **Dates for year: 5th December**
23. **Confirm dates for 2017:** (9th January, 6th February, 6th March, 3rd April, 8th May, 5th June, 3rd July, 7th August, 4th September, 2nd October, 6th November, 4th December.)