

## Wilsden Medical Practice Patient Participation Group Minutes

Monday 5<sup>th</sup> September 2016 1.00 – 2.45 pm

1. **Welcome:** Wendy welcomed everyone to the group.
2. **Present:** Wendy, Jenny, Gill, Sylvia, Margaret, Chris, Judith, Anita, Dave and Michelle.
3. **Apologies:** Trish, Jamie and Suzanne.
4. **Minutes of meeting of 1<sup>st</sup> August 2016:** approved.
5. **Matters arising:** Dealt with in agenda.
6. **Treasurer's report:** Trish away.
7. **Practice Manager Issues:** Feedback ongoing
  - Flu clinics:** Sat 24<sup>th</sup> Sep W&C, Judith & Gill W, Jenny & Margaret C
  - Also afternoon clinics: 4<sup>th</sup> Oct C, 13<sup>th</sup> Oct W
  - Information leaflets and recruiting slips to be ready for handing out at flu clinics
8. **Information Leaflet:** Now in the process of being printed.
9. **Practice info feedback afternoon:** – Due to staff CPR training, only time for feedback from telephone survey on 8th September. Dave and Wendy to attend. Remainder to be dealt with on Wednesday 2<sup>nd</sup> November .
10. **E-technology/data design and analysis:** Ongoing
11. **Student slot:** Students did not attend.
12. **Recruiting new member/s:** Ongoing, Dave to design small add to give out at flu clinics
13. **Speaker next month:** Attending.
14. **School's survey:** Ongoing to other PPG's Jenny to collate.
15. **'Hard to Reach' survey:** Report back to Dr Wilson.
16. **Men's survey/village shows and quizzes:** Men's leaflet being printed, CCG printing quiz sheets - ready for using at Wilsden and Harden horticultural shows. Volunteers required
17. **Table display in waiting room/quizzes etc:** October?.
18. **General Practice Access Plan/feedback:** Wendy updated the group. Next one March 2017.
19. **Terms of Reference:** Group agreed changes required. Wendy to look into virtual groups working at other practices.
20. **Local PPG's Meeting:** Ongoing
21. **CCG/Network Report:** Wendy updated the group.
22. **Admin:** All covered. 4 Comments passed on
23. **A.O.B.: Group Christmas Meal:** Tuesday 6th December 18:30 for 19:00. Trish booking at Dog & Gun, but need £10.00 deposit from all going at October meeting.

**Dates for year:** 3<sup>rd</sup> October; 7<sup>th</sup> November; 5<sup>th</sup> December.