

**Wilsden Medical Practice Patient Participation Group
Minutes**

Monday 6th February 2017

1. **Welcome:** Wendy welcomed everyone to the meeting
2. **Present:** Sylvia, Margaret, Ian, Jamie, Judith, Trish, Gill, Wendy
3. **In attendance:** Michelle
4. **Apologies:** Jenny, Dave, Anita, Chris
5. **Minutes of meeting of 9th January 2017** approved
6. **Matters arising:** covered on agenda
7. **Treasurer's report:** List of all income and expenditure circulated to everyone
8. **Practice Manager issues**
 - Update on staffing
 - Report on telephone system which is working better and positive feedback. Repeat survey in April.
 - Access plan update. Report due in March. Wendy reported on CCG requirements. Will be completed before deadline.
 - Warfarin survey commenced as using same as last year. Ian, Judith and Jamie agreed to help with analysis
 - Michelle reported on Trust Primary Care which is the federation of GPs to which we now belong
 - There was clarification about the changing role of pharmacist
9. **E-technology/data design and analysis:** The group had not received the results of the Men's survey. To be brought to next meeting with a copy for everyone.
10. **Forward planning:**
 - Surveys–**
 - Warfarin being undertaken
 - Mums and Babies – Margaret and Gill will undertake a pilot study at each surgery interviewing those attending the 'walk-in' sessions
 - 'Hard to Reach' still being amended and waiting decision as to whether to proceed
 - Schools – in process. May redesign questionnaire. Ian and Judith happy to be involved in planning
 - Telephone – to commence in April. Wendy to draw up outline and timetable for people to opt in
 - Information leaflet - still pending
 - Open Day possibly not proceed
 - 'End of Life' to make a priority
11. **Terms of Reference/constitution:** Jamie produced a revised version for people to read and bring for approval to the AGM. Thanks to Jamie.
12. **Recruitment:** ongoing and still to plan coffee morning
13. **Local PPGs meeting:** Ian and Judith had attended and provided a report which was circulated. Our concerns about the schools' survey were addressed and the group happy to stay with current format though one or two questions may be amended
14. **CCG/Network report:** Wendy reported on issues arising from the Access Plans, the Network meetings and the launch of the Mental Health Strategy. She also provided figures on some of the health issues being faced in Bradford which is very low on many health indicators.
15. **Admin etc.**
 - Notice boards}
 - Magazines} all going well, thanks to those involved.
 - 'Comments' boxes}
16. **AOB:** none
17. **Dates for next year: 6th March, 3rd April, 8th May, 5th June, 3rd July, 7th August, 4th September, 2nd October, 6th November, 4th December**

