

**Patient Participation Group**  
**Meeting held on Monday 3rd December 2018 at 2pm**

**Present:**  
AH, AJ, JB, RA, YG, PG

**Practice:**  
BC

**Apologies:**  
JD, JT, RN, BW, ME

Virtual Members: DC, JB, AN

1 **Apologies for absence**

Apologies from JD, JT, RN, BW, ME. SS to be removed from attendance as role has changed.

2 **Minutes of last meeting:**

Minutes of last meeting approved by YG and seconded by RA.

All Action points from last meeting have been completed.

3 **Membership:**

No-one taken up Membership Secretaries role, AH to continue.

A possible new member has expressed an interest AH to contact and invite to Feb meeting.

**Action Point:** AH to contact possible new member and invite to Feb meeting to observe.

4 **Virtual Membership:**

No change to membership.

5 **Treasurer's Report**

The total balance as of 19/12/18 stands at £1125.67. The book table is still a steady source of income.

Funding Raised through Christmas Events:

Pie and Pea Ticket Sales:	360		
Pies remaining	26		
Tea and Coffee contribution	<u>3</u>	389	
Raffle Ticket sales	155		
In Surgery Donations	<u>240</u>	395	£784
Expenses:			
Pie and Pea			
Band	100		
Church	90		
External Catering	<u>200</u>		£390

**Thanks to all involved**

6 **Newsletter/leaflet/website:**

**Newsletter:** Still on hold.

**Website:** AJ has met with NS who is now updating the website, all info now current and up to date.

7 **Notice Board & Information Files:**

NAPP certificate missing.

**Action Point:** YG to chase.

8 **PRGN & GHCCG, FFT meetings:**

No further news to report

9 **Waterloo Practice Information:**

BC informed that the Senior Nurse is leaving and being replaced. Also employing an advanced Nurse Practitioner.

The Surgery is no longer a Yellow Fever Centre. There is no longer a PPG liaison person available, but once new staff members are trained then someone will be put forward.

GP Survey Results

311 Surveys sent out, 134 returned = 43% which is a good response.

Primary Care Networks Teams

There has been a shuffle in the practices in each team, our practice is now in a new team with Almondbury, Junction, Dalton, the University, Dr Glencross and Greenhead family doctors. The Team will be called Tolson Care Partnership (TCP). The aim is to share practice and collaborate, possibly bringing PPG's together. Dalton and Junction are wanting to merge PPG's.

Repeat dispensing can be 12 months prescribed by doctor in advance to send out automatically.

Through the Self Care Week points were raised:

Could the in waiting area monitor be lowered and colours of some of the items be changed eg backgrounds/text size and fonts.

In the latest NAPP one PPG changed the way the practice reported DNA's by showing how many appointments were attended instead.

**Action Points:** Can PPG members look at ways to show DNA's and look at GP Patient Survey online and come to next meeting with any comments.

- 10 **Correspondence**  
One person interested in joining PPG, AH to contact.
- 11 **Communication**  
No communications on email address or in box.
- 12 **Fund Raising**  
We sold 34 of the 100 tickets and were able to reduce the number of pies ordered. Raffle ticket sales still continue until we draw the raffle on the 12<sup>th</sup> Dec.  
See item 5 Treasure's Report.
- 13 **Any other business:**  
Self Care Awareness Week was useful and lots of interest, with some patients signing up for online access.  
Next PPG awareness Week is 10-15 June 2019.  
**Action Point:** AJ to ensure Self Care leaflet is placed on PPG area of website.
- 14 **Date of next meeting: 25<sup>th</sup> February at 6pm.**

**Meeting ended at 4.10pm**

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## **ACTION POINTS**

**Everyone in PPG**

**Send content to be included in newsletter to AJ, including training, meetings, news, events, etc All PPG members to let AH know of any points for discussion either at meetings or when the PRGN agenda and papers are circulated.**

Reply to emails when received using **Reply All** action so that everyone knows who has replied.

All PPG members to look at all notice boards whenever they are in practice and if any literature is out of date or inappropriate then it be taken down and handed to reception staff. If on the Carer's Count notice board then receptionist should be told to pass to Karen or if general notice board pass to Julie.

Suggestions of further activities to be run.

Keep book table tidy when in.

Continue to bring books in. More books needed.

If any member of the PPG collects posters or notices that would be useful information for patients that could be incorporated into the files, please leave at reception for the attention of JB.

**All PPG:** To encourage new members for PPG. Can PPG members look at ways to show DNA's and look at GP Patient Survey online and come to next meeting with any comments.

**AJ:** ~~To ensure Self Care leaflet is placed on PPG area of website.~~

**AH:** ~~To contact possible new member and invite to Feb meeting to observe.~~

**YG:** ~~To chase missing NAPP certificate.~~