

Patient Participation Group

The Waterloo Practice

1st Draft of the Minutes of the Meeting of the PPG held on

The 8 April 2024 at 2pm

Venue: The Waterloo Practice Meeting Room

ITEM NUMBER	ITEM TITLE AND SUMMARY	ACTION POINTS REQUIRED AND BY WHOM
1.	Open and Welcome – Chair – J.D. Chair opened the meeting at 2pm and thanked everyone for their attendance. It was nice to see one of our virtual members had been able to attend.	
2.	Notification of any Guest Speakers or visitors Chair/Secretary Visitor: Dr A.P.	
3.	Attendees, Apologies for absence and notified AOB – Chair Attendees: B.B. J.D. A.G-B. Y.G. A.H. A.J. C.L. W.J.R. Guest: Dr. A.P. The meeting is quorate as we have : 3 Officers , 2 practice Representative and 3 members plus 1 guest GP Partner therefore the meeting business can continue. Apologise for absence - none Did not attend /Notify - 7 members	
4.	Minutes of PPG Meeting - 5th February 2024 - Chair Members read through the minutes and it was proposed that the minutes be accepted as a true record. Proposed by : A. Jones Seconded by: W.J. Rushton Agreed by the seven members who had attended the meeting.	
6.	Finance Report - Treasurer - Y.G. Treasurer confirm today the balance at the bank is as follows £888.48 following the payment of £38.97 + batteries £7.47 to the Practice for the three wall mounted sanitisers bought by PPG.	

7.	Membership Update- A.J. <ul style="list-style-type: none"> • Nothing to report , other than Secretary to make contact with R.J. 	
8.	Website Update <ul style="list-style-type: none"> • Pear's information has been updated now on the website. • The item regarding NHS Minor Eye Problems brought to us by a member is also now on the monitor and website. 	
9	Notice Board <ul style="list-style-type: none"> • The noticeboard has been moved and the focus will be around recruiting more members to join PPG . • PPG wished to thank Claire and Helen for carrying out this work for them. 	
10	<p>GHCCG/PRGN/FFT – Chair</p> <p>NAPP newsfeed e-mailed is e-mailed out to members updated by the chair.</p> <p>Calderdale & Huddersfield NHS Foundation Trust have new and exciting volunteering opportunities available as Patient Experience Partners and Experts by Experts by Experience,.</p> <p>We have two members who have emailed their interest in the above .</p> <p>NHS – medication waste campaign</p> <p>Changes to the Medical Examiner system and death certification process – survey.</p> <p>Query from member regarding their struggles obtaining a Death Certificate in order that a religious ceremony could take place within the appropriate religious requirements.</p> <p>Dr. A.P. was able to inform the meeting that All deaths should be reported to the medical examiner by G.P.'s who can input where there are special needs for early release of a loved one due to religious ceremonial requirements.</p> <p>Online options and E-Consult – A.J.</p> <p>Question raised by A.J. regarding the accessibility of the online E Consult</p>	

	<p>answer: this is no longer available. No online access to book appointment or consult form. A phone re-call system has now been set up. Patches – the patient has to register for this.</p>	
11	<p>Practice Information /update – Practice Rep.</p> <p>Chair asked if it was known how many patients do not have I.T./Mobile phone access?</p> <p>Answer: Patients can have repeat dispensing and ordered by pharmacy. Or if they are stable – six months prescriptions to pharmacy for them to pick up. Telephone calls are made for a review. Conclusion regarding none I.T./mobile phone competencies.</p> <ol style="list-style-type: none"> 1. Patients can come to the surgery to discuss their needs with staff. 2. Can go on a dosette box system 3. Patients can have Repeat prescriptions 4. Staff are able to identify those without mobile phone or computer access and act accordingly to ensure treatment is delivered correctly to the patient needs. <ul style="list-style-type: none"> • Patches – not user friendly • Telephone system and has been updated and has the call back feature. • Repeat dispensing: patients can use this service, so they don't have to contact the surgery and only contact the pharmacy when medication is required, patient must be stable on their medication. • Surgery does Identify patients with no mobile/electronic device – we do have alternative arrange to make surgery aware. • PPG members to stay behind to move the books into the waiting area and put signage and money box with reception. • The notice board for PPG has now been moved with a table under the television screen with a wall mounted hand gel in place. . 	

12	Correspondence - Secretary No correspondence to report	
13	Communication Secretary/Practice rep Secretary had nothing new to report	
14	Fund Raising – Chair Chair confirmed with the meeting that they were happy to continue with the minuted decision from previous meeting that there would be no planned activities for now. There are enough funds in the bank to support the practice with needs for the patient at this time. All members agreed. None disagreed	
15	Notified AOB items/AOB – Chair No notified AOB items	
16	Date of next Meeting 03 June 2024 2pm - 4pm - The Waterloo Practice 5th August – 2 p.m. - 4 p.m. at the Practice 7th October 2024 – 2 p.m. Annual General Meeting.	
17	Meeting Closed at 15.05 p.m.	