Minutes for PPG 6th September 2022

**Attendees**

JF - Practice

PW

SH

JM

PC

Dr Ghandi (NG)

VM

LB

EL

VB

**Apologies**

JT

1. Welcome to new members.
2. Election:

Chair – Louise Banks

Vice Chair – Alan Conroy

Secretary – Valerie Benfield

1. Terms of Reference:

Agreed

* To use Healthwatch guidance.
  + Chair & Vice Chair to draw up terms of reference for committee to agree
* Minimum number of 40% attendance of PPG members for quorum
* Frequency of meeting to be monthly until after Christmas and quarterly after that.

1. Review from the first meeting:

* Unremarkable.

1. News from the Practise
   1. Discussed new appointment system due to be launched in October 2022

Major actions around this were around communication of these changes and the roles of people at the surgery.

* **What needs to be communicated?**
  + New Holistic Team
  + New appointment system
  + Triage from the care Navigator
* **How?**

|  |  |  |
| --- | --- | --- |
| ***Action*** | ***Who is responsible doing what?*** | ***When by?*** |
| Public Meeting | PW? | Tbc |
| Social media | LB - Set up a PPG Facebook group | Next meeting |
| Website | SH Surgery to provide access to PPG Member – potentially chair and secretary | asap |
| Schools | VB, LB and anyone else with contacts Connect with primary and secondary schools with communication | As soon as editorials developed and agreed – aim next meeting |
| The telephone waiting system | PPG to suggest new message on appointment system Pre-record & Surgery to implement | PPG to draft by next meeting |
| The waiting rooms videos | VB and LB  To create a powerpoint | By next meeting |
| notice board | VB to create EL? To print and manage | By next meeting |
| Editorials | Using local newsletter eg: DA3 magazine, parish news, local advertiser  PC?? | ?? |
| E-consult tutorials | Surgery Mickey mouse. Mini mouse test birthdates – to be given to PPG to test Econsult. Before helping community | asap |

* 1. Flu & Covid program Friday and Saturday afternoons from w/c 3rd October . Use channels above to communicate this.

1. Newsletter:

Secretary of PPG to take on writing the practise Newsletter

1. Any other business:

VB Presented on the CHIP program that would support patients in making lifestyle changes that would potentially reduce their reliance on medication.

Dr Ghandi supported the idea and further meetings to be set up with Dr Sahota and other auxiliary groups that can collaborate for the benefit of the community and the health of its patients.

1. Next Meeting

* 11th October 2022 – 6-8pm
* Venue tbc.