

<b>Meeting</b>	<b>Patient Participation Group (PPG)</b>	<b>Date</b>	<b>Tuesday 29<sup>th</sup> October 2024</b>
Acting Chair	Roger Price	Time	7.00 pm – 8.05pm
Secretary/Minute Taker	Elizabeth Clough (EC)	Location	Quorn Medical Centre
<b>PPG Panel Attendees:</b> Keith Allan, Beverley Carr, Liz Clough, Fiona French, John Hoogerwerf, Lynne Milner, Di Lovett, Evangeline Phillips, Roger Price, Neil Robertson, Judith Smithard			
<b>Virtual PPG Representatives:</b> None			
<b>Practice Representatives:</b> Claudia Crabb (CC Practice Manager), Ellen Squire (ES Assistant Practice Manager).			
<b>Apologies:</b> Chris Berry, Dr Umar Abdulmajid. Dr Gemma Hardy. 3rd no shows to be moved to the VPPG. ACTION ES  Invited speaker - Cancelled. See point 7 below 7.01-7.02			
Roger welcomed new member Evangeline (Eve) to the Group.			
<b>No</b>	<b>Actions</b>		
<b>1</b>	Matters arising from previous meetings. a) PPG & VPPG - to follow up with new Chair. <b>ACTION ROGER</b> b) Waiting room - to update at next meeting <b>ACTION CLAUDIA and LYNNE</b> c) Annual reports - Paul Lock has now provided them d) Website - has now been updated and a new layout launched. Can viewing figures be obtained? <b>ACTION ELLEN</b> . The Facebook page has also been updated. It was suggested the practice carry out an annual review of both with the ‘eyes’ of the PPG and VPPG for user feedback. Together with a patient survey. <b>ACTION ES/CC</b> . It was noted the website has had an urgent messages area added so that Patients can be informed of urgent matters.		
<b>2</b>	<b>Mental Health &amp; Wellbeing Event 7.15-7.30</b> <ul style="list-style-type: none"> <li>Liz confirmed she has stepped down as event organiser due to a change in the event criteria.</li> <li>The event needs more volunteers to help set it up. Could surrounding practices assist? <b>ACTION FIONA and ELLEN</b></li> <li>Liz to forward the details of the 3 volunteers who responded to the text <b>ACTION LIZ</b></li> <li>Liz to hand over the Whatsapp Group Admin to Fiona to include Neil. <b>ACTION LIZ</b></li> <li>Guidelines on the exact event criteria are to be confirmed and minutes at the next meeting. <b>ACTION FIONA</b></li> </ul>		

	<ul style="list-style-type: none"> <li>Fiona to update group at next meeting. <b>ACTION FIONA</b></li> </ul>
3	<p><b>PPG Methods of contact 7.30-7.31</b></p> <p>A separate meeting is required between Chris, Liz and Ellen for handover and administration access. <b>ACTION CHRIS, LIZ and ELLEN</b></p>
4	<p><b>Practice Matters 7.31-7.35</b></p> <ul style="list-style-type: none"> <li>Claudia confirmed Lola and Angela have now left and a recruitment drive is in hand for a replacement Patient Coordinator and ANP. An ANP has in the meantime been taken on, on a short-term contract.</li> <li>The practice is still looking to recruit a Registrar(s)</li> <li>Keith has updated the PPG notice boards with the current NHS awareness drives - Epilepsy and Psoriasis</li> </ul>
6	<p><b>Meeting Dates for the Coming a year 7.35-7.45</b></p> <p>a) next meeting Tuesday 3rd December. 6.30 pm start. Apologies received from Di Lovett</p> <p>b) Chairperson for 2025. Is a chairperson legally required as per the constitution? Claudia to confirm. <b>ACTION CLAUDIA</b>. Could it be shared by 2 people?</p> <p>c) 2025 meeting dates confirmed: -</p> <p>4th February</p> <p>1st April</p> <p>3rd June</p> <p>5th August</p> <p>7th October</p> <p>2nd December (inc AGM)</p>
7	<p><b>Any Other Business 7.45-8.05</b></p> <ul style="list-style-type: none"> <li>Should the VPPG be invited to the meetings? Space could be an issue.</li> <li>Could the meetings be opened to them via a live online session? Claudia to investigate options subject to NHS restrictions (Team or Zoom). <b>ACTION CLAUDIA</b></li> <li>Speakers - it has previously been minuted that we don't necessarily need an invited speaker at every meeting. What have the PPG done with the information provided from previous speakers? Have we then carried out patient surveys on these subjects? Interesting subjects could be patient awareness of support institutions such as:-</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Training and recruitment. Roger to provide Claudia with Catherine Barwell's details. <b>ACTION ROGER.</b></li><li>• NHS patient experiences Keith to provide his Healthwatch England contact details to Claudia. <b>ACTION KEITH.</b></li><li>• Being more active to improve health. Claudia to contact Georgia at Active Together. <b>ACTION CLAUDIA.</b></li><li>• Claudia to collate information in readiness for the next meeting. <b>ACTION CLAUDIA</b></li><li>• It was noted that the stairs handrail always feels 'sticky'. <b>ACTION ELLEN</b></li><li>• It was noted that the PPG application form needs updating. Liz passed her edited copy to Ellen for amending and approval at the next meeting. <b>ACTION ELLEN</b></li></ul> |
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<p style="text-align: center;"><b>Date of Next Meeting: Tuesday 3rd December 2024 at 6.30pm</b></p>
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