**Minutes of the PPG meeting held at Kirkburton Health Centre on Wednesday 14th August 2019 at 12.30pm**

1. **Present**: CHi (Vice Chair), SS, ST, SC (Secretary), MS, JM and NS. Practice representatives JTh and AW.

2. **Apologies**: Received from GW, NN, LC, JR, CHe (Chair), JW, PS, DW and RC

3. **Resignations**: CHi informed the meeting that JC had resigned from the group.

4. **New Member:** New member NS was introduced and welcomed to the PPG.

5. **Minutes of previous meeting:** Minutes of the meeting held on 3 July were accepted as a correct record.

6. **Matters Arising:**

* **Website:** CHi thanked AW for his work updating and improving the website. A minor amendment renaming the Winter Newsletter from 2018 to 2019 was requested and the suggestion of including Bank Holidays for 2020.
* **Group emails:** Following discussion at the last meeting, CHi had spoken to JRa, and it was agreed that in order to comply with GDPR, group emails to PPG members should be sent as blind copies. Members were asked to regularly check their junk mail.
* **Newsletter display:** CHi reported that Newsletters are placed in three areas in Reception, and also the Nurses Corridor. It was agreed that this was sufficient, and it was felt inappropriate to place copies by the self-check-in screen. The Practice Managers agreed to put a note with the newsletters saying “Please take a copy”, as it is possible that patients may not be aware that they can take copies away.

7. **Practice Update**:

* **Staff Changes:** Dr SD is now a salaried GP, covering six sessions per week. Our new registrars are Dr EL (three days per week) Dr FJ, two days a week and Dr MJ one day a week.
* **Primary Care Networks -** JRa to provide update for next meeting.
* **Patient Satisfaction Survey:** The Practice agreed to discuss and consider possible topics. For further discussion at the next meeting with Practice staff (November).
* **Appointments / Annual Reviews**: JTh explained that the process for recalling patients for their annual review is new and still evolving, requiring some patients to be recalled for more than one review. A list of reference codes is available on the website. The practice are just in the process of reviewing the recall system.
* **Health Campaigns**: CHi said that she has got all the information for the Organ Donation display, and will forward this to JTh to arrange printing and laminating. The campaign will be displayed at the beginning of September, along with Flu Campaign information, which the practice has received directly.
* **Newsletter:** Content for the Autumn Newsletter was discussed and will include:

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|  Staff Update  Focus on – Dr SD  Missed appointments  Annual Reviews/codes  Blood test – results  Electronic Prescription Transfer  |  Health Message – Flu  Flu Clinics  PCN update – extended hours appointments and blood test appointments  |

The deadline for all editorial is Friday 27 September.

11. **Carers’ Coffee morning:** Despite our best efforts, including undertaking a survey, attendance has been low at recent events. It was agreed to put on hold and have further discussion about how we could energize - possibly by jointly hosting with other practices in the MAST network. CHi agreed to look at the invitation letter and possibly refresh.

12. **PRGN Update:** CHi informed the group that RC had attended the PRGN meeting on 3 July, and had kindly produced an update for our meeting. Highlights included: a brief update on the HRI reconfiguration; an informative presentation by Professor Sean Duffy, STP Clinical Lead for Cancer which covered cancer care, screening and referred to the delivery of the ambitions of the NHS Long Term Plan; and discussion about the possible future for PPGs in a Primary Care Network environment. A copy of minutes and overheads will be available in due course.

13. **AOB: Availability of Meeting Rooms at the Practice** There was discussion regarding the availability of meeting rooms for PPG meetings and coffee mornings. JTh explained that there has been an increased demand for the Meeting Room at lunchtime on Wednesdays, however the PPG will be offered the Health Education Room, if the Meeting Room is not available.

14. **Date of next PPG meeting:** 25 September 2019 at 6pm **Meeting Room.**

**The meeting closed at 1:15pm**