**Final Minutes of the PPG meeting held at Kirkburton Health Centre on Wednesday 3rd July 2019 at 6pm**

1. **Present:** CHe(Chair), JW, ST, SC (Secretary), PS, JR, MS, JM, LC, NN and GW
2. **Apologies:** Received from JC, DW, CHi (Vice Chair), SS and RC
**Resignations**: NW and NK
3. **Minutes of last meeting:** These were agreed
4. **Matters Arising:** Some members had not received minutes in their normal inbox when sent out as blind copies. It appears that this could be a fault for those who use BT as their internet providers. They had appeared in Junk email. It was decided to send them out as open copies in the future. It was suggested that a permission form be signed by each member to allow this. This paperwork to be kept on file by the secretary.
5. **Website:** Most of the updates have been done but someone noticed that the PPG page was still out of date. CHe will contact the practice about this.
6. **Health Campaigns**: CHi has updated the Campaign Boards for Cervical Cancer and they will be displayed in July/August. The September campaign will be for Organ Donation and Sepsis Awareness Day. CHe suggested that another member ought to be involved with this task to help CHi so that someone else can take on this duty if CHi is unavailable.
7. **Newsletter:** CHi will develop the story list in conjunction with a practice Staff in August. The editorial deadline is October 1st. Suggested items for the next edition: the new arrangements for Phlebotomy and the benefits of Electronic Prescription Transfer. PS mentioned that the Burton Bulletin is out 19th July and will include the current Newsletter. We all felt that the Newsletter could be displayed in a better place in reception, probably nearer the check in screen. This will be discussed at the next meeting with a practice Staff
8. **Carers’ Coffee morning:** This will take place on 17th July, 10.30 am – 12 noon. PPG members to meet at 10.00am. ST, PS and JW volunteered to be there and bring home baking. **Please note for July meeting there will be no speaker as per the responses from the questionnaire.**

There was some discussion by the group as to whether it could be suggested to other practices in our network to have a joint event with them in the future. This will be discussed with a Practice staff at the next meeting.

1. **Primary Care Network:** Awaiting feedback from practice managers as to what involvement with other PPGs in the network. JT was attending a MAST meeting on July 4th and was intending to bring this subject up.
2. **Ongoing Reconfiguration:** CHe attended a meeting at Brighouse on the ongoing issue. After a short presentation which described the intention as previously of using Calderdale for critical care. Conference attendees were invited to go to designated areas in the room to discuss with NHS staff the problems which ensued from the proposed changes eg transport, technology, getting younger people involved in the planning etc. NHS staff would then take suggested ideas away for discussion.
3. **Satisfaction** **Survey:** Discussion took place around what would or should be included – to be taken up at the next meeting with the practice staff.
4. **PRGN:** There have been PRGN meetings taking place today. RC attended and therefore tendered his apologies. Information about this meeting will be circulated when it is available.
5. **Action Log:** Reviewed and all agreed it was a useful document any actions from today will be added, as a routine this will not be distributed to all members
6. **Hearing Loop:** Update from CHe after discussion with JT, The loop is wired up and AW has made enquiries for a portable unit costing approximately £100. This will be discussed with Practice staff at the August meeting.
7. **AOB:**
* Dr ET has left the Practice
* For info only - Daily Pill Dosette boxes being changed to pouches at the pharmacy. The change may prove difficult for some older patients.
* Notification of Appointments: – Discussed again as some patients have text whilst others have email – to be discussed with practice staff next month
* Texts for test results**:** This was discussed again. It was still felt that patients get anxious about results and would appreciate a positive SMS message. Not all patients have access to their medical records.
1. **Date of next PPG meeting**: **14th August 2019 at 12.30pm in the Health Education Room**
* For your diaries the next members meeting will be 25 September 2019 at 6pm

The meeting closed at 7.15 pm.