**Minutes of the PPG meeting**

**at Kirkburton Health Centre on Wednesday 30th January at 6pm**

1 **Present:** CHe (Chair), JW, ST, CHi, JC, SC, RC, GW, MS and JM.

2. **Apologies:** Received from PS, NK, SS

3. **Welcome new members:** We welcomed new member MS

4. **Minutes of last meeting:** Agreed.

5. **Online Access:** One to one sessions have been carried out, with one member of the public, using a test situation. A further training session in Online Access to Appointments and other Practice services is planned to take place at Kirkburton Library on February 11th from 1.45pm till 4pm, with either AW or ETo from the practice in attendance. This has been advertised in the Burton Bulletin and Shelley Magazine. Any volunteers to turn up at 1-45pm at the library.

Instruction leaflets for the session to be provided by the Practice and a step by step guide from JM.

6. **Carers’ coffee morning: Questionnaire feedback:** CHe has put together a questionnaire to be given to carers for their feedback on the Wednesday coffee mornings so that improvements can be made going forward. Some discussion took place with CHe going to amend and send to PPG members for further comment. CHe to ask JR for her input.

**Next carers meeting is March 6th at 10am -12pm for PPG members 10-30am to 12-00 for Carers. JC and JM to provide cakes**

7**. Self-care/Health Promotion displays:** JC is helping CHi with the displays. CHi says that help is need from the practice in ordering the leaflets from the different sources available to them this would reduce their laser print costs. Leaflets just taken done for dry January and had good feedback from patients. CHe gave her thanks to JC and CHi.

Next health promotion is Raynaud’s disease which CHi has the posters, but some material not geared up for the screen so needs to be put on the wall.

CHi to ask JT for the next batch of posters, which need to be ordered well in advance. Follow up at the next meeting.

8. **Meeting times:** the PPG felt that we should stick to 6 weekly meetings with the one with the GP in attendance to be held at lunchtime the other at evening.

9. **Hearing loop and gel cushion:** Feedback from JT and the Audiology team that the hearing loop is not working and never has since the building finished, JT to contact the landlord.

Gel cushion- this was asked for from a Shepley patient when attending the flu sessions, the group though that if someone needed a gel cushion that they would bring their own, it was also though it may be a health and safety risk.

10. **Newsletter:** CHi outlined the proposed entries for the Spring newsletter. To include: focus on the new GP and seasonal self-care items. Can discuss at the next meeting.

11. **PRGN:** Update from RC, a verbal update given and this is a synopsis of what was given: Presentation on the organisational arrangements with appointment of a regional director for the North and Yorkshire. This organisation to cover change and the investment in the region. The recent 10 year plan is available on www.longtermplan.nhs.uk this provides for the formation of primary care networks which will cover population groups of 30k to 50k patents. GP practices will be invited to join these networks that will seek to cover all aspects of care other than secondary. This presentation and one on Kirklees community services gave an early insight into what may be possible.

12. **Dementia Friends Training session:** This will take place on February 20th at 12 for 1 hour and it was felt that we should all attend if we could and may include some of the Practice staff.

13. **AOB:** CHe SC to set up list of names with phone numbers to enable easier contact between meetings. Also it was decided to contact prospective new members by sending them a copy of the latest minutes and CHe as Chair would contact them by telephone. Newest member is GY and she will receive minutes and phone call

14. Date of next PPG meeting: **27 February 2019 at 12.30pm**. This will enable practice staff to attend and the agenda to include an update from The Practice

The meeting closed at 7.05pm.