**Minutes of the PPG meeting held at Kirkburton Health Centre on Wednesday 22nd May 2019 at 12.30pm**

1. **Present:** CHe (Chair), JW, ST, CHi (Vice Chair), SC (Secretary), SS, JRo, MS, RC, LC, JRa and JT
2. **Apologies:** Received from PS, JC, NW, JM, DW and GW.
3. **Minutes of last meeting:** Agreed
4. **Website:** JRa attended the meeting, to respond to feedback from PPG members regarding the Practice website. Feedback included: holiday information being out of date; there are number of outstanding GP biographies; a section for “previous newsletters” alongside “latest newsletters” and the suggestion of a dedicated Carers’ section on the website. JRa explained that other important work had taken priority in recent weeks, however the Practice welcomed our feedback. SC agreed to collate feedback and forward this to JRa by May 28th. JRa agreed to allocating dedicated time for AW to do the updates, preferably within a month.
5. **Terms of Reference**: These were approved, subject to the removal of the word “and” (the last word in number 9) and will be circulated to all members.
6. **Practice Update: Primary Care Networks** - JRa gave an informative update on Primary Care Networks. She explained that there are five Networks across Greater Huddersfield. Our Network partners are Shepley, Skelmanthorpe, Dearne Valley, Lepton and Kirkheaton, working together as “The Mast Primary Care Network” and serving a patient population of 35,000.

Skelmanthorpe GP Dr LJ, is the Clinical Lead for our Network. The Network Lead is a shared role between JRa and JC, Practice Manager at Skelmanthorpe Family Doctors.

Our Network has developed its first proposal, which when approved and implemented, will improve access to phlebotomy services by offering patients the opportunity to attend an appointment at a partner practice.

JRa said that the Networks offer many opportunities to improve ways of working, standardise policies, optimise financial, staffing and PPG resources. PPG members were supportive of this new approach and closer partnership working across the practices in our area. The next network meeting will be held on Wednesday 5th June.

1. **Health Campaigns**: CHi updated the meeting on forthcoming campaign displays. The Sun Safety campaign would remain in place throughout May and June. Cervical Cancer information has been received from Public Health England and Jo’s Trust and will be displayed in July/August. CHi said that she is currently sourcing materials on behalf of the Practice, for the September campaign for Organ Donation and Sepsis Awareness Day. CHi suggested that future display materials should be laminated for health and safety reasons and to preserve the display materials. JT agreed that this would be undertaken by Practice staff. JT thanked CHi for her work, and said that the campaign materials are interesting and informative.
2. **Newsletter:** CHi informed the meeting that the content deadline for the Summer Newsletter was 30 June, with sign-off no later than 3rd July. This will include:
* Primary Care Networks feature
* Sun Safety
* Health campaigns
* Flu Jabs

JRa said that Flu Vaccines were due to be received in September. Dates of Saturday morning clinics would shortly be agreed, and the Practice was looking at how these sessions could be maximised, for example to include BP checks.

1. **Carers’ Coffee morning:** This will take place on 5th June, 10.30 am – 12 noon. PPG members to meet at 10.00am. He from Carers’ Count cannot attend. Volunteers for refreshments. **Please note for the June and July meetings there will be no speaker as per the responses from the questionnaire.**

There was some discussion by the group as to whether to extend the invitation to other groups, to be discussed at the next meeting.

1. **Texts for test results:** JT informed the meeting that text messages are not sent to patients following blood test results that fall within the normal range. The results are on-line, for patients who have access to their records. If a blood test result is outside the normal range, the Practice will contact the patient.
2. **Policy for Breast Examination:** Patients who present with breast symptoms are required to give consent to a breast examination and are offered a chaperone. The clinician would explain any examination involved. Patients with any concerns should contact JT.
3. **PRGN**: RC gave an update on the Right Care, Right Time Right Place developments. A Strategic Outline Case 2019 has been developed for the future delivery of hospital services in Calderdale and Greater Huddersfield. £196.5m has been allocated by NHS England to support implementation. The report, which gives much detail, can be viewed on:

<https://www.cht.nhs.uk/fileadmin/site_setup/contentUploads/About_us/Publications/BoardPapers/BOD_2017/FINAL_SOC_18_April_2019.pdf>

PRGN members have been invited to attend a Stakeholder Event on June 11th to be updated on the next steps and have input into the process. CHe will attend on our behalf.

1. **AOB: None**
2. **Date of next PPG meeting**: **3rd July 2019 at 6pm**

The meeting closed at 13.50pm.