**Minutes of the PPG meeting held at Kirkburton Health Centre on Wednesday 10th April 2019 at 6pm**

1. **Present:** CHe (Chair), JW, ST, CHi, SC, JM, SS, PS, NW, JR, MP, DW, GW and LC.
2. **Apologies:** Received from NK, RC, GL, MS and JC.
3. **Welcome new members:** We welcomed new member LC and acknowledged the attendance of all.
4. **Minutes of last meeting**: Minutes of the previous meeting were accepted as a correct record.
5. **Newsletter:** The Spring newsletter has been compiled by CHi and has been published in Shelley Magazine, the Practice website and is due to be published in the Burton Bulletin on 19 April. Printed copies are available in the Practice and at Kirkburton Library. Anyone who has signed up to receive the Newsletter, will receive it electronically. CHi to check with the Practice how many copies are sent electronically. Content for the Summer edition will include an article on Dr RS, an update on our monthly health campaigns and health messages about staying safe in the sun. The content list will be finalised at our next meeting with practice staff.
6. **Carers’ coffee morning:** Our next coffee morning will be held on **April 17th, 10.30 am – 12 noon** in the Health Education Room. PPG members to meet at 10.00am. JW and PS to bring home baking. A questionnaire has been sent out to invitees. Any responses received will be collated to help us to improve future events. Our June coffee morning will be held on **June 5th** **at 10.30am** in the Meeting Room. We will need to vacate the Meeting Room **before 12 noon.**
7. **Health Campaigns:** CHireported that the April’s campaign to promote Stress Awareness had been produced by Psychological Therapies Students. Content included information for display screens, notice boards and handouts. This approach had proved very successful, and screen content had been shared with our network practices (Shepley, Skelmanthorpe, Dearne Valley and Lepton) and tweeted by South West Yorkshire Partnership FT. Content is now being sourced for our May and June campaigns. CHe gave thanks to CHi for her hard work in this area.
8. **Allocation of tasks :** CHe invitedexpressions of interest from members of the group to lead on specific tasks. ST agreed to take the lead for our Coffee mornings, with support from PS.
9. **Terms of Reference:**  It was agreed that that our current Terms of Reference (last updated in August 2016) should be refreshed. CHe and CHi had reviewed our existing document, alongside the template provided by the Patients Association. The Patients Association template recommended:

- Appointment of a Vice Chairman. CHi agreed to take on this role.

- Maintain a register of attendance at PPG meetings. Any member missing three consecutive meetings without tendering apologies will no longer receive meeting minutes directly.

- Awareness of the need to maintain confidentiality at all times.

-Annual review of the Terms of Reference

SC will update the Terms of Reference to include the points above.

There was discussion and clarification regarding the PPG’s responsibilities to provide feedback to the Practice on patients’ interests and concerns, however it is not within our remit to address complaints.

Confidentiality forms were given to new members to read and sign. Completed forms are retained by the Practice Manager.
10. **Abbreviation list and telephone numbers:** SC will circulate the list to all members with the minutes.
11. **Satisfaction survey:** It was agreed to include this as an Agenda item for our May meeting with Practice staff.
12. **PRGN**: The “Looking out for your neighbours campaign” has been reported in the media and promoted in our Spring newsletter RC will be attending the next PRGN meeting and anyone can volunteer to go with him.
13. **Hearing Loop:** Ongoing – to be kept on the agenda until resolved.
14. **AOB:**
* **Community Plus –** NW will do a short presentation at the end of the next meeting.
1. **Date of next PPG meeting**: **22 May 2019 at 12.30 pm**

The meeting closed at 7.10pm.

Final PPG Minutes 10 April

CHe/CHi/SC/23.4.19