**Minutes of Bingley Medical Practice**

**Patient Participation Group**

**Monday 12 September 2022**

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| **Agenda Items** | **Minutes** | **Outcomes/Actions** |
| **Present**  **Zoom**  **Apologies**  **Welcome** | **Present in Person:** Jill Wadsworth, (Chair), Margaret Tetley, (Vice Chair), Sue Johnstone, Secretary), David Child, (Treasurer), Norma Bartle, Fiona Greenwood, Pam James, Sylvia Jackson, Peter Home, Pam Vinnecomb, Carey Dowson, (Practice Manager)  **Zoom:-** Janet Daykin, Lynn Asquith, Dave Rawlings.  **Apologies:-** Donald Wood, Joseph Carnally, Charlotte Hamilton, David Kennington  Jill welcomed everyone to the meeting at 6.30 pm. |  |
| **Minutes of Last Meeting – 11 July 2022** | The minutes were agreed and proposed by Margaret and seconded by David C as an accurate record of the Last Meeting on 12 September 2022. | **Minutes passed.** |
| **1 Practice Report**  **Practice Report contd..** | Carey thanked everyone for their continued support to the practice.  **1)** The surgery will be closed on 19 September for the Queen’s funeral. A plan is in place to pull appointments forward for patients, (43 Dr appointments and 50 nurses’ appointments).  **2)** No covid boosters to be given at the practice, because**:-**  **A -** Government have cut the funding 1/3rd and is therefore not cost effective.  **B -** Supply issues North of London! cannot guarantee the number of vaccines and therefore hard to organise clinics, care homes and housebound.  **C -** The practice would have gone along with the program if it was the same time as the flu clinics, but the ‘Powers that Be’, said they can’t guarantee supply  **3)** Flu clinic. A walk through clinic on Saturday 15 October **8.00am – 5.30/6.00pm**  Carey said only 2 PPG members required per session on reception and refreshments. It had been decided that only medical staff would administer the flu vaccines this time. Non medical personnel would not be required.  **4)** The Practice is thinking of starting a ‘Wait and See’ Clinic – what do patients think?  **Discussion:-** There was agreement this seemed a good idea.  **5)** Re-starting internet appointment system at PPG request.  **Discussion: -** Jill read out a question Donald had sent in, asking about the difficulty in getting a ‘face to face’ appointment with a doctor, and was told doctors work only 3 days a week in the Practice. Carey explained that Doctors are in the Practice 3 days a week, full time is 9 sessions and most work 4 to 6 sessions.  David C asked if any Doctors worked elsewhere? Carey explained some do who have specialist areas, such as Dr Smith – Skin, Dr Jackson – MSK. Dr Francis works 3 sessions plus Care Homes. However, this does not affect ‘face to face’ appointments with patients.  Jill asked again about restarting the internet appointment system and Carey assured the group that it would be returned soon.  **6)** Manned PPG desk? – Jill asked that this should be discussed without Carey present.  **7)** Carey had asked Janet to do an article on social prescribing for the next newsletter.  **Discussion: -** Janet said the article is in the Summer Newsletter and is out now.  **8)** Arrangements to restart face to face meetings with staff. First being reception and back-office staff – Oct/Nov.  **9)** Although have a full complement of doctors Carey liked to have extra for cover and the practice is looking to appoint a newly qualified GP next August.  **Discussion –** It was felt it was a good idea to always have extra doctors.  Jill thanked Carey for his report.  Carey apologised that he had to leave the meeting early and once again thanked everyone for their support. | **Jill**  **CAREY TO ORGANISE.**  **Carey/Jill** |
| **Matters Arising** | **a) Letter to Boots –** As asked, Jill sent a letter to Boots and as yet has not received a reply. Lynn said it was a superb letter. Sue had suggested to contact the Health Minister, Shadow Health Minister, local MP etc. But to give it a few more weeks to see if there is a reply. | **Sue** |
| **2 Annual Survey** | Jill needed SurveyMonkey and was waiting for Carey to arrange. | **Carey to organise** |
| **3 Finance Report** | Update - £78 cash, plus £150 in Bank, Total £228. |  |
| **4 Newsletter** | Jill congratulated Janet on the Summer issue of PatientNEWS.   * Summer edition now out. Winter edition start putting together in October for issue in November. Suggestions for Winter edition: * Full list of BMP staff and description of their roles/why it is sometimes more appropriate to see someone other than a doctor. * Update on covid/flu vaccinations. * Update on CPR dates. * Update on sustainability at BMP. * Airedale update and possibly BRI?   **Sustainability –** Moving steadily forward.   * Partners have agreed to have a food bank collection point in the surgery. * Article on inhalers in next newsletter. * Epipens – unfortunately cannot manage these in patient areas due to the very small risk of sharps injuries. * Superdrug pill packaging recycling – Dr Francis has sourced some recycled Perspex to be repurposed as a container for the surgery. In the meantime Janet happy to collect and take to Superdrug. | **Janet** |
| **5 Café/**  **6 Community Partnership**  **5 Café/**  **6 Community Partnership contd..** | Jill said unfortunately the ‘pop up Community Café’ idea had not worked and although everyone at the meeting could see the obvious value a Community Café would be to patients, as well as the wider community there was no commitment to fund it.  The Community Partnership,(CP) pulls together GP’s, Ward Officers – Political, Community Health – general social conditions, and is the next level down from Integrated Social Care, (ISC).  The CP have now employed Helen Smiley as Project Manager for Health and Community Social Care. The Café would come under her remit.  The Bingley Bubble is still going strong and Margaret and Norma represent BMP PPG. |  |
| **7 A.O.B** | **A)**  **CPR –** Jill and Margaret are meeting on 26 September to check the equipment and finalise dates for the courses.  **B)** Peter said he had received an email from Janet asking if BRI had the same set up as Airedale. BRI comes under Bradford Hospital Trust – Governors are David Wilmshurst and Caroline Chapman – Bingley and Shipley. Another Trust – Bradford District Care Trust, same set up – Governor – Sidney Brown – Baildon, Bingley, Wharfedale Area. Peter agreed to get in touch with David and Caroline and invite them to speak at the next Group Meeting in November.  There being no other business the meeting closed at 8.10 pm. | **Jill/Margaret**  **Peter** |
| **Dates of next Meetings** | **Exec – Monday 7 November 2022 – 2.00 pm – Margaret’s House**  **Group- Monday 14 November 2022 – 6.30 pm – Surgery**  **Exec – Monday 5 December 2022 – 2.00 pm – To be Confirmed** |  |

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| **Confidentiality and Data Protection**  Information concerning patients or staff is strictly confidential and must not be disclosed to unauthorised persons. This obligation shall continue in perpetuity.  Disclosure of confidential information or disclosure of any data of a personal nature may result in prosecution for an offence under the Data Protection Act 1998 or an action for civil damages under the same Act in addition to any disciplinary action taken by the Practice.  Any breach of confidence will be taken seriously and, following necessary investigation, may result in a request that the member(s) responsible resign from the PPG |