**PPG GROUP MEETING - MONDAY 7th MARCH 2022**

**Chairman**’**s Welcome**

Chairman Pam thanked all for attending on Zoom at such late notice, due to being unable to secure a meeting room at Canalside Health Centre.

**Present on Zoom:** Pam James (Chairman); Margaret Tetley (Vice Chairman); Jill Wadsworth (Temp. Secretary) Janet Daykin; Pam Vinnicombe; Lynn Asquith; Peter Home; Joseph Carnelley.

**Apologies:** Charlotte Hamilton; Dave Rowlinson; Carey Dowson; Donald Wood; Sue Johnson; Sylvia Jackson; David Child (Treasurer); Norma Bartle.

**Minutes from last Executive meeting on 14th February and Group meeting 10th January 2022:**

Both were signed as correct by Pam James Chairman.

**Chairman**’**s Business**

**Nominations for Chairman** Jill Wadsworth was nominated at the meeting by Margaret Tetley, seconded by Norma Bartle and will now go through to the AGM group vote to become the Chairman from the AGM for the period of 3 years as stated in the TOR. Margaret Tetley will continue to be the Vice Chairman for a further two years as stated in the TOR. Sue Johnstone who was nominated by Janet Daykin and seconded by Jill Wadsworth and will now go through to the AGM group vote to become the Minutes Secretary and full Secretary from the AGM for the period of 3 years as stated in the TOR.

**AGM May 16th 2022** – details for the agenda were discussed and Chairman Pam will put together the AGM Agenda. A speaker - Project Manager from AGH has been invited to give an update on the structural changes at AGH by Peter Home. Janet Daykin has agreed to make some posters to be displayed at the practice advertising the AGM and saying that any patient of the Practice is invited as observers. The room for the AGM TBC later.

**Secretary**’**s Business** None

**Reports/ Updates**

1. **Airedale Hospital** – Peter Home

“Managing the Reinforced Autoclaved Aerated Concrete” slabs. This is a very serious issue, and requires major rebuilding work if not a new hospital;

New Intensive Care Unit – increasing beds from 7 to 15 with the highest standards of infection prevention and control;”

New theatre building- utilizing the state of art “barn” building. A first in Yorkshire.

New helideck, adjacent to A&E;

A “pacer” train for use by pediatrics for a quiet place and a space for therapeutic care;

Creating a community farm for therapeutic care for treatment and rehabilitation offered to longer term patients.

 The big one is RAAC slabs and things are moving fast on this so is best be left for later, as national decisions are required.

New ICU is due to be commissioned in April.

The new theatres will be early summer ‘22

The “train” is on site but awaits funding to refurbish.

The new helideck has just received planning permission and discussions have started with contractors.

The farm is also awaiting funding so a start with “a spade in the ground” hopefully will be summer ’22.

b) **Newsletter** - Spring issue a little delayed but still on target to give two months’ notice of AGM.

Next edition will be due in June and will include a report from the AGM, Carey would like an article on local pharmacies, an article on the practice's plans/progress with sustainability, an update from Peter regarding Airedale, Pam V will sit with the coding team to observe and write about their work, ex-member Jessica, is now a student physiotherapist and is it will be interesting to feature her - photo and a short note about her.

**AGM notices** - Janet showed notices she had designed to publicise the AGM and describe what a PPG is and does. Suggestions to include ‘as an observer’ and availability of 'tea and coffee’ to the AGM notice.

**Sustainability** - Janet reported back on a meeting she had with Dr Francis. The practice has now taken their first steps with in-house recycling systems and green prescribing changes. Ideas discussed included the PPG and patients getting involved in health and well-being initiatives, using social media, and getting involved with local groups and organisations. Concentrating on easy to implement initiatives we should be able to start to make some progress quickly and there will be opportunities for all PPG members to be involved in their areas of interest. To start with we will set up a small sustainability sub-group - Janet, Pam V and Joseph, to start to work out our initial plan of action.

**Reports**

**Bingley Bubble PPG -**

Margaret Tetley attended the first post Covid meeting of the Bingley Bubble PPG. This is a group of patients from Springfield Surgery, Bingley Medical Practice, Wilsden Medical Practice, Baildon Surgery and Oakglen Surgery. There were representatives from all but one practice, Oakglen. The Aims behind this group is to look at provision of health care within our area and contribute were possible to the health and wellbeing of patients by representing them at their own Practices/Surgeries PPGs. At this meeting Margaret reported that they introduced each other and briefly went through what their PPGs were doing. Another meeting is scheduled for next month.

**POP-UP Cafe Launch.**

Last Wednesday (first Wednesday of the month) Margaret and Norma launched a POP-UP cafe upstairs at Canalside. It was held from 10-12-00 and they served coffee, tea and orange juice plus a piece of home-made cake for £1. The idea behind this is to demonstrate that if we provide this service people will come and talk in the cafe area. Jill has long campaigned to get the communal cafe reopened at Canalside but has faced many bureaucratic problems. Not least the rent for the kitchen and seating area! She hopes the POP-UP cafe will be a success that she will be able to report back to the ‘powers that be’ that the cafe is something that people want. Margaret reported that they made over £30 and they plan to repeat the cafe again next month.

**Practice Managers report**

No Practice Report as Carey Dowson (Practice Manager), due to illness, was unable to attend.

**AOB**

**Date of the next Exec Meeting:** 4th April 2022

**Date of the next Group - AGM** 16th May2022

**Meeting closed at: 19-00**

**Confidentiality and Data Protection**

1. Information concerning patients or staff is strictly confidential and must not be disclosed to unauthorized persons. This obligation shall continue perpetuity.
2. 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.
3. 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.

Jill Wadsworth Temporary Secretary

Minutes Passed and signed by

Pam James --------------------------------------------------------Date ------------------------------

Chairman