**Bingley Medical Practice Patient Participation Group**

**13 March 2023 – 6.30 PM**

**Venue - Conference Room, Canalside**

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| **Agenda Items** | **Minutes** | **Actions/Outcomes** |
| **Present in Person:**  **Zoom:**  **Apologies:**  **Welcome:** | Jill Wadsworth, (Chair), Margaret Tetley, (Vice Chair), David Child, (Treasurer), Pam James, David Rowlinson, Peter Home.  New members - Nirmal Rayatt, Sue Naylor.  Janet Daykin, Sue Johnstone, (Secretary), Charlotte Hamilton, Lynn Asquith, Fiona Greenwood.  Norma Bartle, (unable to connect), Carey Dowson, (Practice Manager)  Jill welcomed everyone to the meeting and introduced Nirmal and Sue who are interested in joining the PPG. |  |
| **Minutes of Last Meeting – 16 January 2023** | Minutes accepted as a true record, proposed by Margaret, and seconded by Peter. | **Passed** |
| **Matters Arising** | a) Under 5’s Flu clinic – Jill thanked Margaret for attending the management team meeting. Under 5 Flu clinic to be at the end of the adult flu clinic. |  |
| **1 Practice Report** | A very brief verbal report was given to Jill by Carey.   * Strike not affecting the practice – senior GP’s covering. * Extended Access - BMP Concerns were raised that patients were not always being made aware of this service when trying to book an appointment. * Sickness is hitting staff as well as patients. * To clarify the role of Patient Care Co-ordinators, who are more than, ‘just Receptionists’. Patient Care Co-ordinators are fully trained in taking details over the phone and the Duty Doctor is now embedded within the team. |  |
| **Annual Survey** | * Jill thanked Peter for his help with putting the survey together. A lot of thought and hard work had gone into the process of getting the questions right; that were the main concern of patients; and easy to follow. There then followed a confidential discussion about the Survey. * The Survey will go on-line on Thursday, 16 March; printed version to be received on Friday ready for us to hand out on Monday 20 March. Volunteers needed to be in the Surgery Monday, Tuesday, Wednesday, please. Jill will send a timetable out to see which times volunteers are able to do. Jill will be there Monday. | **Jill** |
| **Finance Report** | £140.07 from which includes a £50 donation given to Margaret from Equal Equity Health Day. £750 (money held by practice) to be used to get a new coffee machine for the Café. |  |
| **AGM** | The AGM will be on Monday 15 May 2023 at 6.30 pm, the change of date is due to the extra Bank Holiday for the King’s coronation.  Jill has arranged for Helen Smiley, Project Manager for the Community Partnership, to be our speaker. Helen will be invited to stay for the AGM as a visitor. |  |
| **Terms of Reference** | Jill explained that the Exec Group membership, (Membership of the PPG – 3rd paragraph) -needed updating to:  **‘From the above group and Executive Group will be elected at the AGM. Their posts will be held for a term of three years, (re-election 2025), consisting of Chairperson, Vice Chairperson, Treasurer and Secretary, plus up to three ordinary members – this group will meet monthly or more frequently when necessary.’**  This would be put to the AGM. |  |
| **Newsletter/1 page update/Noticeboard**  **Contd…** | **Newsletter –** Slight delay as an article had to be pulled at the last minute.    **Articles include**:- Jill’s report; AGM invite and information; CPR dates and information; blister pack/foodbank information; up-date from the practice on sustainability; Airedale update.  **1 – page update/Noticeboard –** suggestion that a structured article could be put on the noticeboard.  Jill informed the group that Donald had resigned. Jill had written a letter thanking him for his contribution to the PPG.  Norma suggested that the pictures in the waiting area could be changed. |  |
| **Café** | Jill trying to push for the café to be open by the AGM. Jill had spoken to Imran and was now waiting for the engineers to reconnect services and Pac tests ordered. A spring clean of the café area to be organised including outside area. Outside area to include planters with the help of Bingley Men in Sheds and Bingley Youth Club, before the big opening presentation of Café.  Jill said, that ultimately the PPG would be responsible for the Café. |  |
| **CPR** | New dates for CPR:   * **Monday 22 May 2023 – 6.00 pm** * **Monday 12 June 2023 – 6.00 pm** * **Monday 24 July 2023 - 6.00 pm**   Jill and Margaret to do a CPR course at Wilsden Medical Practice. |  |
| **A.O.B.** | Peter gave a quick update on Airedale. Governors up for election and Peter has put his name forward to carry on as governor and asked for support. There are also two other candidates.  Candidates as follows in alphabetical order are:- John Hardman: Peter Home: Tas Sangriha.  Jill thanked everyone for attending and thanked Nirmal and Sue for coming and hoped they enjoyed the experience. See everyone at the AGM. |  |
|  | There being no other business the meeting closed at 19.54 pm |  |
| **Dates of next meetings** | **Exec - Monday 3 April 2023 – 2.00 pm**  **Exec – Tuesday 2 May 2023 – 2.00 pm**  **AGM – Monday – 15 May 2023 – 6.00 pm**  **Group – Monday 17 July 2023** |  |

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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. |