**Bingley Medical Practice Patient Participation Group**

**17 July 2023 – 6.30 pm**

**Venue - Conference Room, Canalside**

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| **Agenda Items** | **Minutes** | **Actions/Outcomes** |
| **Present in Person:**  **Zoom:**  **Apologies:**  **Guest**  **Welcome:** | Jill Wadsworth, (Chair), David Child, (Treasurer), Sue Johnstone, (Secretary), Charlotte Hamilton, Pam James, David Rowlinson, Peter Home, Fiona Greenwood, David Kennington, Gabrial Stoltz,  Janet Daykin.  Margaret Tetley, (Vice Chair), Norma Bartle, (unable to connect), Nirmal Rayatt, Sue Naylor, Carey Dowson, (Practice Manager).  Angie Pilkington, Wilsden Surgery.  Jill welcomed everyone to the meeting and introduce our guest - Angie Pilkington.  Angie is Wilsden Surgery. Angie is trying to set up a PPG at Wilsden. |  |
| **Minutes of Last Meeting – 13 March 2023** | Minutes accepted as a true record, proposed by Janet, and seconded by Fiona. | **Passed** |
| **Matters Arising**  **Matters Arising contd..** | **1) Under 5’s** – **\*** Promoting new flu vaccine clinic. Margaret to attend meeting.  **2) Carey** - \* Sickness still hitting staff – ongoing.  **\*** Dr Greenhorn would like a meeting with Jill to discuss the outcome of the Patient Survey.  **3) AGM - \*** The AGM was successful – Helen Smiley’s presentation was very well received.    **4) Café – \*** To be discussed under Item 6 Café.  **5) CPR - \*** £70 from the course at Eldwick Primary School. | **Margaret to attend meeting**  **To be arranged** |
| **Business Meeting** |  |  |
| **1 Practice Report** | Carey apologised for not being able to attend the meeting and sent his report for Jill to read to the meeting.  **1) –** We have recruited another GP, Dr Rebecca Hilton to our ranks. Currently she is on the training scheme and it will be a seamless transition and will start working in August. This is part of our strategy to give us some resilience and future proofing the Practice.  **2) -** Really pleased the Café is being used – so whoop, whoop and yippy to the PPG. Good ‘shout out’ to the team – let’s work out how we can get it operating.  **3) -** Going forward we need the PPG/Café to work closely with our Social Prescribers to really help those patients with isolation, need help in the community. Not a ten minute project but one with real legs over many months, (if not a year) – starting with the CP Social Prescribing link.  **4) –** Let’s see if September is a good time for the key PPG members coming to a Practice meeting.  **5) –** Flu clinics coming up – more detail later.  **6) -** Recommend another member of staff for the newsletter from the Back Office – Doctors don’t need the profile in my view. |  |
| **2 Finance** | Cash £210  Money held by Practice £750  A coffee machine has been bought for the café £850 – this will come out of money held by the Practice. The café will be non-profit making. |  |
| **4 Sustainability** | Janet informed the meeting that she is still struggling to find a recycling source for the blister packs. The Women’s Institute are also struggling to be find suitable recycling organisations. This is a national problem and no one seems to want to deal with it.  Food bank donations have declined of late. Janet will update the list of required items. | **Janet will continue her search.**  **Janet** |
| **5 Noticeboard** | Sue had asked if it was possible to have a Noticeboard at Crossflatts Surgery. Carey had informed Jill that we can have the Noticeboard at Crossflatts. | **Sue** |
| **6 Café** | Jill – Now waiting for the electrician to be PACT Tested, which will be 3rd August 2023.  Now leaves the job of a full clean so and help to do this will be much appreciated. Pam expressed concern that it should not be just left to Jill, Margaret and Norma to clean the Café.   * When all is ready there will be an official opening. * Using the Café for Social Prescribing Plus     Jill said it had taken six years to get the Café re-opened, she had been determined to do it.  Pam – Well done Jill. |  |
| **7 CPR** | The first CPR course in May was ok, unfortunately the June course had to be cancelled. Next course 24 July. New dates will be arranged for the Autumn. |  |
| **8 AOB** | Peter gave an update on progress at Airedale Hospital.   * New Exec Director appointed – Mark Andrews. * Ongoing, Airedale one of the hospitals given the go ahead by the government, brought forward because of continuing deterioration. Still surveying on a monthly basis. * Doctor strikes – increased waiting lists – trying to manage patients expectations.   Jill thanked Angie for choosing our PPG to observe and hoped she had enjoyed the meeting.  Angie thanked Jill and everyone for being so welcoming in letting her observe the meeting and had taken a lot of ideas from the meeting.    There being no other business the meeting closed at 7.45 pm. |  |
| **Dates of next meetings** | **Exec Meeting - Tuesday 15 August 2023 - 2.00 pm – Venue to be confirmed**  **Exec Meeting - Tuesday 5 September 2023 – 2.00 pm - Venue to be confirmed**  **Group Meeting – Monday 11 September 2023 – 6.30 pm - Venue Surgery, Canalside**  **Group Meeting – Monday 13 November 2023 – 6.30 pm - Venue – Surgery, Canalside** |  |

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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. |