**Bingley Medical Practice Patient Participation Group**

**20 November 2023 – 6.30 pm**

**Venue - Conference Room, Canalside**

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| **Agenda Items** | **Minutes** | **Actions/Outcomes** |
| **Present in Person:**  **Apologies:**  **Guest Speaker**  **Chair’s Welcome:** | Jill Wadsworth, (Chair), Sue Johnstone, (Secretary), David Child, (Treasurer), Charlotte Hamilton, Nirmal Rayatt, Dave Rowlinson, Pam James, David Kennington, Gabrial Stoltz, John Luka, (potential new member), Carey Dowson, (Practice Manager).  Margaret Tetley, (Vice Chair), Peter Home, Norma Bartle, Lynn Asquith  Abbey Fox, Wellbeing Health Hub Co-Ordinator for the Bingley Bubble.  Jill welcomed everyone to the meeting. |  |
| **Guest Speaker**  **Abbey Fox** | Jill introduced Abbey and welcomed her to the meeting. Abbey explained that Wellbeing Health Hubs were a new NHS concept for non-medical/clinical needs and Bradford has six Wellbeing Health Hubs. Abbey works at the surgery Wednesdays and Thursday.   * Carers resource - * Carers – housebound - Jill said there is money from the CPM for transport. * Citizens Advice * Bridge Project Mini Hub – substance abuse. |  |
| **Minutes of Last Meeting – 11 September 2023** | Minutes of the last meeting – 11 September 2023 were proposed by Gabrial as a true record of the meeting and was seconded by David Kennington. | **Minutes Passed** |
|  | **Business Meeting** |  |
| **1 Practice Report** | Carey – Firstly, on behalf of the Practice THANK YOU PPG for being such a good ‘Critical Friend.’ The Café is proving to be a success, thanks to Jill, Margaret and the team of volunteers. The Doctors are very supportive of this project that the PPG has taken on. Again, well done to you all and Thank You.   * Additional guests from the Practice - as an additional resource, (if this staff team wishes to be involved). Dawn, is the Practice ICB,(Integrated Care Board), Data Technical Support and is a direct link. * Usual winter pressures affecting staff as well as patients. * Bradford Council have decided to close Thompson Court and therefore, our patients can only be seen at Canalside. |  |
| **2 Finance** | * £194.00 float was borrowed from PPG cash flow and has now been paid back. |  |
| **3 Newsletter** | * Well done Janet for another excellent Newsletter. * Ready to print and should be out, hopefully, this week. * Articles include trainee Dr Bagum, on her training/experiences prior to coming to BMP, as well as her experiences so far at the Practice. |  |
| **4 Sustainability** | * Janet is now trialling Aldi’s blister packs recycling scheme. This is only a trial and individuals have to sign up to it. Only accepting individuals’ packs. * Pill packets are hard to recycle having to go through more processes to separate the foil from the plastic back. The Women’s Institute are also on the case. * Food Bank, not many donations being received. Moving it from the surgery to the café   was suggested. |  |
| **5 Café**  **Café contd……** | * Jill - the café is being well used, a group from Age UK use it on a Wednesday. * Some have offered to pay for someone else to have a hot drink and a sandwhich or slice of cake. We now have a board where a sticker for a hot drink or sandwhich or cake etc. As it’s nearly Christmas it’s Santa’s Treats. * We have 12 volunteers working in teams of 3. * Having to replace various items and purchased a microwave * We were successful in applying for a Community Programme Grant. * Jill has been successful in persuading the owners of the building to replace and fit a new replacement boiler as the existing one was broken. |  |
| **6 A.O.B.** | Jill informed the meeting that at the end of her term of office, (AGM 2025), she will be leaving the PPG.  Jill hoped that Jann had enjoyed the meeting and hoped to see him in January.  Just to wish everyone Happy Holidays and see you next Year.  There being no other business the meeting closed at 8.30 pm. |  |
| **Dates of next meetings** | **Date of next meetings**  **Exec - Monday 5 February 2024 - 2.00 pm Venue - To be confirmed**  **Exec - Monday 4 March 2024 - 2.00 pm Venue - To be confirmed**  **Group - Monday 11 March 2024 - 6.30 pm Venue - Surgery** |  |

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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. |