

Patient Participation Group – 25th January 2018, 4.00pm

Minutes

Present: TG, ST, EB, KS, CS, AF, PM Dr Maria Frith and Anita Hampson – Practice Manager
Apologies: CY, GR, AH

1. Introductions and welcome	All
2. Minutes of last meeting 28/11/18	Anita – Agreed Review of AS visit; agreed visit had been useful and AS receptive. He had subsequently sent copy letter sent to DoH. EB pointed out this minister had now left and she would draft letter to AS asking for confirmation of further action/new minister details. EB to action
3. CCG/Prescribing Update	Dr Frith and Anita Dr Frith gave overview of prescribing issue for forthcoming year, likely to centre around Gluten Free foods, OTC medications and prescribing generic drugs rather than branded. Public consultation had been done and currently reviewing results. Some of our PPG had participated. Emphasis will be on self-care, use of Pharmacy First. Likely to cause some difficulties to practice and staff, hopeful a national/regional publicity campaign can take place.
4. PPG Purpose and organisation	Discussion on the format and purpose of PPG. General agreement was that current format works for our group. However there was some clarification needed on purpose and proposed terms of reference. Agreed these should not be too prescriptive and group should evolve to include representation of all patient demographics. The improved publicity around a “virtual” group would help with this. For the group to be productive there needed to be a fair share of workload between the members. The Practice would support in whatever ways were needed with Admin support etc. However, the group was made up of patients/for patients and should be led by patients. Agreed Anita would continue to chair for the moment and the agenda could be led by the Practice. However, this can change if the consensus of the group wishes it to. The attached appendix is the list of headings which need members to agree to take responsibility for. The list is not exhaustive merely a starting point for a discussion at the next meeting. It would be appreciated if members could respond with their desired area of responsibility. Discussed having more events incl PPG week/Carers Week and NHS 70 th Birthday – to be agreed at next meeting
AOB	Do patients know about taking Drugs abroad? Not something the practice routinely publicises
Next Meeting	Thursday 22nd March 2018, Dr Mark Salisbury will join us

Appendix 1 – Crossley Street Surgery, PPG, Task responsibility

TASK	DETAIL	RESPONSIBILITY
Purpose of Crossley Street Surgery PPG	<ul style="list-style-type: none"> • Terms of reference document • Structure • Operational Ideas 	CR
Membership Increasing membership	<ul style="list-style-type: none"> • Managing new members • Virtual members group • Managing email contact 	CY
Noticeboards	<ul style="list-style-type: none"> • PPG boards x 2 • Health Education Board 	Back to the Practice
Meetings	<ul style="list-style-type: none"> • Agendas • Chair • Minutes 	
Health Promotion		
Events		
NAPP		EB
PPG Website area in Practice website		
PPG Newsletter		
Liaison with outside organisations		