**Minutes of Whitwick Patients Participation Group Thurs. 3rd October 2019**

**Next Meeting Thursday 23rd January 2020 @ 2pm**

1. **Present:** Richard Burchell, Lou Carter, Sarah Chalmers, Celia Foskett, Roy Hill, Mike Kirkman, Karin Siddals, Paul Siddals.

The Chair welcomedJan Cufflin, Kay Hayward, Ken Hayward, Sarah Storer to their first meeting.

1. **Apologies:** Bob Reddington, Jenny Toal, Geoff Wilson
2. **Dementia Friendly Practice:**

Frances Leonardi from the Alzheimer’s Society gave a précis of the various types of known dementia including some ‘snippets’ from their Dementia Friends programme. If the Practice is to become dementia friendly then there are a number of actions required, not least that the Practice has to decide it wants to join the scheme which includes the clinicians undertaking some training, a survey of the Practice Environment and an undertaking to carry out at least two actions per annum. The Group agreed to recommend the Practice joined the scheme and assured their support. In response to a member’s question the Chair reported that our Practice had approximately 1.25% of its patients with dementia and this was above the national average of 0.75%.

SC to ask the Practice to sign up to the scheme.

1. **Notes of last meeting held on 4th July 2019** Agreed
2. **Matters Arising not on the agenda:** None
3. **Practice News:**
4. Do Not attend (DNA) patient numbers are static. . The system seems to be working by reducing the repeat offenders but several new names have been added to the register.
5. Locums: The GPs will be on holiday for two weeks from 21st October. In response to questions SC explained that whilst locums will be employed there will still be fewer appointments and this is because there is a cost issue of employing locums. The level of service is reduced when both GPs are away as a GP needs to be on the premises when other clinicians carry out some procedures.
6. The Practice Nurse is now a fully qualified prescriber. A list of the procedures she can undertake are now on the internet.
7. Flue clinics have gone well with walk-in ‘appointments’ now available during the working week.
8. **PPG Membership:** The Chair was pleased to welcome the four new members present. The question of the GDPR regulations will be taken at the next meeting along with the Virtual PPG item. SC suggested RH make contact with the new Data Protection Officer.

ACTION RH to contact the Data Protection Officer

1. **Patient Questionnaire/Survey:** The analysis of the responses had not been completed but the anecdotal evidence was that the main problem is that of telephoning for appointments.
2. **Heath Education Event:** It was agreed by all that this had been successful. The PPG members had enjoyed it and found it valuable. The attendance by the public, whilst better than previous events, was still disappointing.
3. **MacMillan coffee morning:** It was agreed by all that this had been very successful with about £165 being raised. Sarah (S) was thanked for organising the event.
4. **PPG BBQ.** Karin reported that the BBQ held in August had been well attended and enjoyed by all.
5. **New Patient support initiatives**. Following a discussion surrounding the type of activity to provide and the most effective time to hold one, the Chair reported that other PPGs organised such activities as a book exchange, a regular coffee morning, befriending schemes, fundraising for extra items for the practice and walking groups. All required a member to be dedicated enough to organise them and until Sarah (S) joined us, our PPG had not had such a person. Sarah (C) said the Health Education Room could be block booked if this was thought helpful.

Sarah (S) responded that she could organise a fortnightly coffee morning and perhaps include a craft morning nearer to Christmas. It was agreed that Sarah (S) would also organise a Christmas lunch for the Group.

ACTION SS to organise a Christmas Lunch for the PPG and fortnightly coffee mornings

1. **Any Other Business:** There is nothing to report on the premises change. There are still issues with the CCG.
2. **Date of Next Meeting: 23th January** 2020 at 2pm. **Please note date change in order to get the room.** It will be the AGM for the Group where the Chair and Secretary will be appointed and Roy would like to hand over the secretary job.

ACTIONS:

1. SC to ask the Practice to sign up to the Dementia Friendly Practice scheme
2. RH to contact the data Protection Officer
3. SS to organise a Christmas lunch for the PPG members
4. SC to book the health education room for the next meeting
5. RH to ensure the deferred items are included on the next agenda.