

**Wollaton Park Medical Centre
PPG Meeting 10 September 2024 at Wollaton Park Medical Centre**

NOTES

Present Claire (in the chair), Adam (by Zoom), Ann, Bernice, Cate (by Zoom), David Gibson, Hazel, Jenny, John, Judy, Julie, Karen, Malcolm, Mary, Dr Parker

Apologies David Jones, Robert, Sue

Agenda Item	Summary of Discussion and Actions	Responsibility
Be Part of Research (National Institute for Health and Care Research)	Katy Stafford, primary care research facilitator at the Clinical Research Network East Midlands, explained the various needs for clinical research and how these were met by involving members of the public. Claire was circulated with topics seeking researchers Potential volunteers were welcome and could opt in or out at any time. Many of the surveys were carried out online and were very thoroughly constructed over a lengthy period before being launched. All findings were anonymous. An example of a current research topic was a study of loneliness. To date some 190,000 people throughout the country had taken part. Katy responded to a wide range of questions. A brief summary sheet was available.	Claire
Practice update	<ul style="list-style-type: none"> ➤ Telephone system. The new system was now in place and seemed to be welcomed by everyone, though a few snags had yet to be resolved. The call-back feature was a benefit. ➤ Wellbeing of staff. The proposal for a half-hour in the middle of the day when the doors would be closed (but not the telephone lines), which had been well received by the staff, was on hold for various reasons. ➤ Car park. There had been no further communication from the City Council. ➤ Flu injections. These were to be made available as from Saturday 5 October, though plans to hold Saturday morning sessions as in some years had not yet been made. As the role 	

	<p>of the pharmacy in numerous areas such as injections was being expanded, it was emphasised that the staff were receiving appropriate training.</p> <p>➤ Staffing. Dr Courcha had taken the place of Dr O'Connor and Drs Caplin and Khan were covering Dr Caswell's maternity leave.</p>	
Terms of reference and constitution documents	<p>Julie and David had volunteered to investigate what was needed in this respect. In the absence of the readymade, generic document which might be expected to be available they had discovered that the process was challenging with no straightforward nor ready answers. There was a long discussion when it was agreed that a shorter rather than a longer text would be most appropriate and they kindly agreed to do further drafting and circulate a draft document, with Karen's help, before the next meeting. It was agreed that an annual general meeting was not necessary and that an upper limit of members should not be set, with a quorum of 6. Several names would be removed from the mailing list where they had not attended for several meetings nor had sent apologies.</p>	David and Julie Karen
Any other business	<p>There had still been no feedback from the patient survey which took place more than a year ago despite enquiries. Given the very large response and the value of the findings to both the practice and PPG, Claire would follow this up.</p>	Claire
Meeting dates in 2024	<p>It was agreed that meetings in 2024 should be held at 2pm on the second Tuesday of alternate months. Next meeting 12 November.</p>	