

Minutes of Blue Wing PPG Meeting: 3.7.18 6.30 pm	
Information/Discussion/ Decisions	Actions
Attendees: Ted, Dr. Khan, Paula, Ibrahim, Lal, Margaret, Suvjeet, Linda (Shashi, Annee apologies)	Agree minutes.
The PPG has ten members, now down by three as two have given up their roles and another has had a baby. Teoo asked how many people are on our Virtual PPG?This needs to be checked and shared. Alfie returned the laptop to the PPG. Thank you.	Find more members to replace those who do not come anymore. Ted and staff.
Ted is part time working Wednesdays and Saturdays. He can meet quarterly / every 12 weeks. We will try writing a newsletter after each meeting four times a year, which Teoo does at his other practice; along with speakers to come in for the PPG and other patients.	PPG and surgery adopt new timings for meetings. Newsletter written after meetings to inform patients of developments. Teoo and rep.for PPG.
Dr. Khan brought us up todate with practice changes. Daljit is new Office Manager who works 20 hours per week. New nurses are Angela and (Bank Nurse) Amelia. Practice is carrying out more phlebotomy in house.	
Asthma reviews now produce a care plan printed out for the patient started June 2018. This is driven by the CCG targets	
Linda requested minutes of PPG are placed on website regularly. That website is reviewed and updated. For example, photos of staff would enhance the website and personalise it.	Ted and relevant staff to review and amend website.
Group discussed ideas for next Health Event. This will take place in the Spring 2019, as it is too late to have it in Sept. There is a lack of time to organise it. We decided to model it on the previous health event held last Sept. 2017, but with adaptations. It will have two speakers and a range of health promoting tables with information and people from a range of health supporting groups across the borough. Various suggestions for speaker topics were shared: Diabetes and related problems such as obesity, hypertension and the need to change lifestyles. Wellness in general but also carers support. Lastly the practice needs to address issues with prescription drugs and their correct use.	Linda and Ibrahim would meet to start arranging the health event. Dr. Khan and Ted will find two speakers on Diabetes and related problems plus Prescription Medicines and their use.
We discussed collecting data from a survey. Ibrahim decided it would be good to create it and give to patients. This can be done in Autumn whilst we plan the health event.	Linda and Ibrahim to create draft of questionnaire to share. PPG agree survey questions and give survey to patients. Results can be looked at by e mail and comments made about how these can be of use PPG, Ted and Dr. Khan
Ibrahim felt we should update our members e mail list ready to contact each other during the time before the next meeting.	Ted to send update to all of us please.
The PPG agreed it would be beneficial to us if we can support the practice by having some lead from the staff on the way we support Blue Wing.	Staff input on development for the PPG in BWFDU Ted and Dr. Khan
We would like to thank Janey and Alfie for all their work and insight into the PPG and in supporting the Blue Wing Family Doctor Unit; over the last 7 years. Next meeting: Tuesday 2/10/18	Two items: 1) Health Event details agreed 2) Survey