

Balance Street Health Centre
Minutes
Patient Participation Group (PPG) Meeting
Monday, 7 November 2022

Present: Ruth Kerry (Chair); Lorraine Tams; Kerry Fisher; Sally-Ann Owen; Howard Nash; James Russell; Gill Simpson; Dr David Atherton (GP), Claire Henman (Practice Manager); Tim Hames (Practice Pharmacist); Dr Owen Baron (GP); Cllr Helen Headech.

Minutes: Ruth, Claire, (Anita)

| Item | Notes | Action |
|------|--|---|
| 1. | <p>Apologies Anita Thomas-Epple (Secretary); Carol Pickering (Treasurer); Sue Dallison; Gill McGowan; Lynn Furber; Dr Peter Trewin (GP).</p> | |
| 2. | <p>Matters Arising from Previous Minutes Previous minutes were accepted as a true record.</p> <p>Lorraine gave a brief update on past member Ken's progress.</p> | |
| 3. | <p>Vaccine Saturdays It was agreed they had gone very well. CH thanked the PPG for their support and suggestions were made regarding volunteer entry at the beginning of the day. It was also suggested the waiting room may be used to support patients dressing who need assistance.</p> | |
| 4. | <p>New Member Chair Ruth welcomed Helen and introduced her to the group as a new member. Secretary to send copy of constitution to Helen, now that she has joined the group.</p> <p>Claire will create an acronym crib sheet for the January PPG meeting to form part of a Welcome Pack to accompany the constitution sent to new members. This will be put on Practice website for all patients. Some discussion as to whether it needs to be a leaflet as well to make it accessible for those who do not access the website.</p> <p>Past minutes are on the practice website in accordance with constitution. Recent ones need to be added this is imperative to the constitution.</p> <p>Discussion ensued. Helen suggested that it might be useful to write an article for local paper to explain job roles as a useful way to communication with older patients who do not access website. Claire Henman to speak to other local Practice Managers to gather more information so any such article can support all local patients. Also discussed wider promotion as part of our Primary care network (PCN) Claire will work with other practices for patient education and advertising.</p> | <p>ATE</p> <p>CH RK, ATE</p> <p>CH</p> <p>CH</p> <p>CH</p> |

| | | |
|----|---|------------|
| 5. | <p>Project: Reminiscence Sessions</p> <p>Lynn Furber hopes to be meeting with a member of the Dementia Psychology team to move our project forward.</p> | |
| 6. | <p>Christmas Social</p> <p>Chair Ruth will circulate dates on WhatsApp group for a Christmas gathering. (Tuesday, 6th December 2020)</p> | RK |
| 7. | AOB | |
| | <p>7.1 Tier 4 Hospital – additional meeting to be held with local MP Kate Kniveton.</p> | |
| | <p>7.2 Staffing An Advanced Nurse Practitioner, who is currently on a temporary contract, will become a permanent appointment. GP recruitment is an ongoing process.</p> | |
| 8. | <p>Date and Time of Next Meeting and AGM Meeting</p> <p>Monday, 9 January 2023 at Board Room, Floor 3, Surgery.</p> | ALL |