



**Forest Medical Group**  
**Patient Participation Group**  
**Minutes of the meeting held on 30<sup>th</sup> March**

	Item	Issue	Action	Action to be completed by
1.	<b>Attendance and Apologies</b>	<b>In attendance:</b> Hasmita Lad (Chair) Ken Cowen, Mike Greenwood & Linda Greenwood, Ros Gould, Simon Martin, Denise Hawkins, Shilla Naik, James Longmore  <b>Apologies:</b> not received	'Apologies' not to be automatically assumed if no reply to the invite e-mail, due to incorrect assumptions made of PPG members status in the past.  Decision to be made on how to ratify the PPG member list moving forward on those that do not respond.	JL  HL
2.	<b>Review of mins &amp; actions</b>	MG raised that he would like to see the standing agenda item 'key constraints within the practice' to be expanded so we are all aware what this item is relating to.  MG raised that he would like to see attached the Lubbethorpe slides from the previous meeting as stated and	Update made to this agenda item on the last minutes  Lubbethorpe presentation slides and minutes update to be made on the 2 <sup>nd</sup> February 2022	JL  JL



		<p>some further additions to the minutes based on comments from TM.</p> <p>PL raised the point that we should be looking at local publications such as 'Your local' to inform local residents and patients of the PPG group and activities within the practice.</p> <p>Minutes moving forward</p>	<p>JL confirmed that the Practice had approved a quarter page advert in the 'your local' magazine.</p> <p>PPG members were asked if anyone would like to 'own' the writing of this publication. No one came forward initially, but HL felt this item needed to be 'parked' until we had looked at the terms of reference and also had the AGM on the 30<sup>th</sup> March.</p> <p>PPG members felt a joint approach was needed initially to write the first article. It was not agreed who would take ownership of writing the first article. To be agreed at the next meeting.</p> <p>(Update to this item, MG agreed to doing some preparatory work on this item for the next meeting)</p> <p>All agreed that an action log would be the best way to capture the key actions from the meeting rather than minutes in the traditional sense.</p> <p><b>Kept on the action log as a reminder</b>  <b>Dates for 2022 6-7pm</b>          25 May</p>	<p>PPG</p> <p>MG</p> <p>JL</p>
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			20 <sup>th</sup> July 14 <sup>th</sup> Sept 9 <sup>th</sup> Nov	
3.	<b>AGM Voting</b>	Voting for key roles within the PPG  (Please note that Paul Linnett has stepped down as Deputy chair)	<b>Below roles have now been confirmed</b> <b>Chair:</b> Hasmita Lad <b>Deputy Chair:</b> Denise Hawkins <b>Secretary:</b> James Longmore  Confirmed and voted for by All PPG members	HL/JL
4.	<b>Minutes sent out time frame</b>	Minutes to be sent out in within an agreed time frame of 2-4 weeks.  (JL to extend this to 2-4 weeks given amendments to minutes format and the challenges faced by running the Audio/Visual at the same time as the meeting)	Initially the PPG members agreed that the meeting could be recorded via MS teams and then distributed on the practice website via a You tube link with an action log to accompany the video.  Upon reflection the PPG members felt that uploading a full 1hr meeting would not be an effective way to communicate on the practice website.  The current format was agreed as a way to move forward.	JL
5	<b>Committee Minutes</b>	The sub-committee Meeting was set up as a separate meeting to the PPG meeting. This was to allow PPG members to discuss key items before taking these to the main PPG meeting.	<b>Areas discussed at the sub-committee meeting included the terms of reference for the PPG meeting</b>	HL



		<p>It was also easier if the practice needed to speak to the PPG quickly, as it would be easier to set up a sub-committee meeting.</p> <p>Meeting was held on the 4<sup>th</sup> March 2022</p>	<ul style="list-style-type: none"> <li>- MG raised changing the month of the AGM meeting to be held Annually in March rather than every September.</li> <li>- For reference the next AGM will be March 2023 as agreed by all PPG members attending this meeting.</li> <li>- Must be a minimum of 3 members in attendance for the sub-committee meeting to take place. Ideally 4-6 members to take part.</li> <li>- Quarterly meeting to be held.</li> <li>- SN happy to stay a part of the sub-committee along with deputy and chair.</li> <li>- Circulate terms of reference for approval</li> </ul> <p><b>Raising awareness of the PPG was raised at sub-committee meeting</b></p> <ul style="list-style-type: none"> <li>- Agreed that both text messaging, digital advertising and website could all be used.</li> <li>- KK discussed using the Kirby Muxole website as a platform to advertise.</li> <li>- MG raised contact with other PPG groups and utilising best practice. HL is unable to attend due to current work commitments but did ask for volunteers to attend the meeting when JL sends the invites out.</li> </ul>	<p>HL</p> <p>HL</p> <p>JL</p> <p>PPG members</p> <p>PPG members PPG members</p>
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			<ul style="list-style-type: none"><li>- JL suggested that PPG members come down to the practice on a given day and promote the PPG group to those in the waiting room</li><li>- SM suggested utilising the members from the steering group to join the PPG group</li></ul>	PPG members to promote during next meeting
			<ul style="list-style-type: none"><li>- Form to be uploaded on the website for new members to complete to register interest in being a member</li><li>- Consent form to be distributed to all current PPG members to gain signature of sharing of data</li></ul>	JL JL
6.	<b>Standing agenda items</b>	Standing agenda items on a reminder	<b>Standing Agenda items agreed: Lubbesthorpe update/progress</b> <ul style="list-style-type: none"><li>- No further update regarding Lubbesthorpe.</li><li>- Next steering group to be held in May 2022</li><li>- HL raised that she had seen an update regarding the location of the new Health Centre at New Lubbesthorpe has been</li></ul>	<b>TM</b>



		Original terms of reference	<p>moved. TM to provide an update for the next PPG meeting</p> <p><b>Key communication that is going out to the patients including digital updates.</b></p> <ul style="list-style-type: none"><li>- Spring boosters are being delivered by the practice to the over 75 cohort and those with a weakened immune system</li><li>- Response to texts messages that have been sent out has been poor to date</li><li>- Easter Egg appeal for the children's ward and the LRI has gone down very well with over 200 Easter Eggs raised by the local community.</li><li>- NHS app is being used to allow patients another way to make an appointment with the practice and release the pressure on the phone lines.</li><li>- SM raised the 'capped' limit of the Engage Consult system. SM suggested increasing the time frame that the practice responds to allow more people to use the engage consult system.</li><li>- COVID protocol has been updated within the practice and the need not to have a PCR when in contact with</li><li>- Dr Vania received flowers from a patient.</li><li>- SN raised how good the digital notice board looked in reception.</li></ul>	JL
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			<ul style="list-style-type: none"><li>- Also raised using this medium to become a member of the PPG</li></ul> <p><b>Practice current patient count</b> 15550</p>	<b>JL</b>
7.	AOB	Areas raised from members at the meeting	<ul style="list-style-type: none"><li>- MG raised concerns that his test results on line stated that he had been informed of his test result. However, MG had not been informed. JL asked MG to send screen shots of this so he could investigate further.</li><li>- SM raised Vulnerable people wating in the practice waiting room. JL confirmed we are still maintaining social distancing in the wating room with seat positions &amp; signs to patients.</li></ul>	<b>MG</b>