**Midway Patient Participation Group Meeting**

**1st November 2022, 7pm**

Present: Susan Trounce (Practice Manager), Dr Elin Jones (GP Partner), Ray Anderson, John Bannister, Sarah Beasley, Doreen Beattie, Susan Brzeski, Alison Evans, Sarah Lichman, Michael Nevin, Larraine Peters, Isabel Reynolds, Jo Shipman, Maureen Singler, Rosemary Stephenson

Apologies: None

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| **Agenda item** | **Discussion** | **Action** |
| 1. Welcome and Introductions | Susan welcomed everyone to the first meeting of the Midway PPG. | No Action |
| 2. Election of Chair and Secretary | 1. One nomination had been received each for Chair and Secretary prior to the meeting. No further nominations were received during the meeting.
2. Members voted unanimously for Isabel Reynolds as Chair and Alison Evans as Secretary.
3. Roles will be for 12 months, after which they will be revisited.
 | No Action |
| 3. Terms of Reference | 1. ST distributed the draft Terms of Reference.
2. Meetings proposed quarterly with interim meetings to take place if required.
3. Targeted recruitment to build a representative membership will be addressed once the group is established.
4. The future intention is to create a larger, virtual group with a lower level of commitment.
5. The terms of Reference were agreed by the group.
 | ST to distribute final TOR by email. |
| 4. Update from the GP Practice | 1. EJ shared the provisional extension plans for the surgery:
	1. The extension is desired as there is currently not enough space and demand for services is outstripping capacity. The practice is also unable to take on the staff required to fulfil demand due to space constraints.
	2. The practice will remain single storey and the extension plans will have some impact on parking.
	3. Funding for the extension is being explored. Costs for building have gone up in recent times.
	4. The timeline is to be confirmed and further meetings are taking place to plan feasibility. Plans will go out to the wider population once agreed.
2. The practice is currently recruiting for practice nurses.
 | No action |
| 5. Suggestions and Comments from PPG Patient Members | 1. Newsletter: ST and EJ proposed a newsletter for keeping patients up to date and to make links to national campaigns (e.g. national non-smoking day) and current national health messaging. It would be distributed by social media, the website and opt-in text message. It needs to be accessible, and paper copies will be available at the surgery.
2. The group supported this idea and agreed the first newsletter will go out in December, and quarterly thereafter. The following suggestions were made by the group for the newsletter:
	1. It should be kept simple and brief not duplicate information from the website.
	2. Base it on a template.
	3. In the future, patients may be asked to contribute.
	4. Contents could include:
		* lifestyle articles e.g. on diet, exercise
		* Patient stories
		* Direct patients to appropriate services, away from the practice e.g. dyslexia services or when to use a pharmacy rather than a GP
		* Role of different parts of the practice e.g. information group/ urgent care practitioner
		* A day in the life of the doctor
3. Online education sessions: Such sessions on health matters are given by consultants and are offered by other practices, where they have been found useful. EJ asked the group if this would be a good addition to the surgery. The group agreed and these will go ahead.
 | IR and ST to develop first newsletterEJ to sign up to session |
| 6. Action Plan for Next Meeting | 1. Agenda items to be sent to AE prior to next meeting.
2. Further ideas for the newsletter to be emailed to the group.
3. Ideas for further PPG projects. Group members can research any information available and what is done in other practices and bring possible ideas to the next meeting. The National Association for Patient Participation may provide ideas.
 | AllAllAll |
| 7. AOB | 1. The group consented to sharing email addresses. Contact between meetings is to be by email.
 | ST to share email addresses |
| Date of next meeting | Tuesday 7 February 2023 |  |