**Midway Patient Participation Group Meeting**

**12th November 2024, 7pm, Midway Surgery**

Present: (ST) (Practice Manager), (MT) (Practice manager), (EJ) (GP Partner), (IR) (Chair), (SBe) (Secretary), (SL), (DB), (SBr), (PW)

Apologies: RA, OS

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| **Agenda item** | **Discussion** | **Action** |
| 1. Welcome and apologies | Apologies:  RA sent apologies and informed SBe that he was resigning from the PPG committee following the death of his wife  OS apologies | SBe to remove RA from the PPG circulation list.  ST to send an email to Ray to recognise his contribution to the PPG and send our condolences |
| 1. Previous minutes | Agreed as an accurate by the PPG members present at the last meeting |  |
| 1. Matters arising (including update on action points) | 1. Green impact toolkit – ST has started implementing some of the strategies e.g. laminated sign by the printer to encourage double sided printing. EJ liaised with Parkbury House and they haven’t got anything to share with us at the moment. EJ to liaise with the Lodge surgery. ST, OS and SL to meet prior to the next PPG meeting to plan next steps for implementing the green toolkit 2. Good suggestion scheme – agreed by the surgery as a good idea - digital box and physical box – MT in the process of implementing 3. Recruiting new PPG members – MT and ST to discuss strategies to recruit more diverse members to the PPG. To use Proposed wording agreed in last meeting in the newsletter and on the screen in the patient waiting area – aiming for 5-6 people and possibly a virtual PPG 4. Patient questionnaire – upcoming strategy changes for appointments, this may need a patient questionnaire. ST to liaise with PW when the questionnaire is required 5. IT session has been postponed until February 2025. All agreed it would be a worthwhile session 6. Wellbeing event in Potters Bar - ST attended, numerous charities and health and wellbeing related stall holders, better health bus (height/weight/blood pressure – mini health check). ST shared leaflets and plan of stall holders and shared contact details for Potter Bar event organiser - Janice Neal – janiceneal@outlook.com 07713 405260 Parkfield PPG (Chair), to have a PPG stall. IR is keen to organise a similar event in our area and shared a list of potential charities (attached with the minutes). Several of the PPG members agreed to help run this event. Greenwood Park Community Centre was suggested as a venue. It was agreed we could invite patients from other practices to the event, but we would run the first event as a practice and consider joining with other practices in the future (as with the Potters Bar event which was a collaboration of 3 practices). Once a date and venue have been decided the event can be planned – possibly using a subgroup from the committee and liaising with Heather Aylward ICB patient liaison. | ST/OS/SL  MT to implement box for suggestions  MT to put recruitment paragraph on patient board in waiting room.  ST to liaise with PW if a questionnaire is needed before the next meeting  ST to set date for February  IR to contact organiser of Potters Bar event.  SL to liaise with Greenwood Park on possible dates |
| 1. Update from GP practice | ST reported RSV, flu and Covid vaccinations are underway  EJ fed back on a Practice Strategy meeting to look at appointment allocation to bring the system in line with other surgeries. Dr K is leading on this project and will be looking for patient involvement – this will probably be towards the end of 2025  EJ reported that Midway surgery was nominated for a Herts and West Essex (HWE) celebrating Primary care involvement award under the category of ‘excellence in supporting staff and wellbeing’. They did not win the category, but it was a prestigious event to be involved with and good to be nominated. |  |
| 1. Michelle Thorpe | MT introduced herself – she is working on Wednesdays, Thursdays and Fridays as the job share for the practice manager with ST. She shares the practice manager email address with ST. She has been in post since July and has lots of transferable skills from previous roles in Pharmacy |  |
| 1. Chair/Secretary roles | It had previously been agreed that the roles of Secretary and Chair would be for 1 year. SBe would like to hand over role but will send out the agenda and do the minutes for the February meeting – no current volunteers for secretary role  IR to continue as Chair but happy to hand over the role if someone else would like to do it | ST/MT to instigate recruitment drive to get new PPG members and to try and recruit to the role of Secretary |
| 1. Newsletter | It was not possible to get the September newsletter completed due to staff absences. ST asked for a volunteer to coordinate the newsletter. ST will co-ordinate the next issue which will aim to be distributed before Christmas  Ideas for the next issue of newsletter:   1. Social Prescriber staff profile and signposting for care packages etc 2. Additional vaccines including Whooping cough, measles, shingles, pneumonia 3. Repeat Prescription process, encourage patients to use the NHS app 4. Support available for mental health, including new support available for young people 5. Introduction from MT – staff profile 6. Our future health – SBe to write an article for the next newsletter 7. PW will write an article for the next newsletter on the view from the PPG and include the recruitment paragraph as mentioned in matters arising (3c) | ST to coordinate next newsletter  ST/EJ to liaise with social prescriber for article  ST to write articles on vaccines and the repeat prescription process  MT to write a staff profile  PW and SBe to write content for next newsletter |
| 1. Our Future health project | SB introduced Our future project and passed on information that can be included in the next newsletter. The project is aiming to collect data from 5 million adults in the UK to find ways to prevent, detect and treat diseases |  |
| 1. Action plan for next meeting | 1. PPG recruitment 2. Health and wellbeing fair 3. PPG Newsletter 4. Focus group for appointment strategy plan 5. Green toolkit 6. ST to invite Heather Aylward to next meeting | ST  IR/SL  ST  EJ  ST/SL/OS  ST |
| 1. Any other Business | None raised |  |
| Date of next meeting | Tuesday 11th February 2024, 7pm TBC dependent on availability of Heather Aylward | ST to confirm |