1. **Welcome and check-in:**
2. **Attendees:**

Paul Midgley (PM) (chair), Tammie Daly (TD), Anne Toler (AT), Christine Jones (CJ), Mike Prior (MP), Sue Wing (SW), Linda Lowne (LL)(part), Karim Meru (KM)(part)

1. **Apologies for absence, matters arising not on the agenda, confidential items, declaration of conflicts of interest:**

Apologies received from: Tom Wedgewood (TW), John Prestage (JP)

50+ members on PPG virtual group

1. **Approve Minutes from the last meeting**:

Minutes of the last meeting held on the 10th August 2017 were accepted as an accurate record**.**

**Actions arising from that meeting:**

* MP/PM - to meet up to check new slides for TV slides about how to become a PPG member and how we could have a recruitment campaign for certain target groups – 2 vacancies - young person and person with young family; Also Need to have something on the TV slides saying what is classed as an urgent appointment – liaise with JP. **Slides updated but not yet loaded onto TV. CJ to ask Gavin Derbyshire to load new slides.**
* **PM developing face book site for PPG (with the agreement of the practice). Will need to have someone monitoring the site. AT suggested reconvening the communications sub group to refine Facebook and agree content feeds.**
* CJ, JP, and LL, AT – send pen profiles to Paul **– LL & AT outstanding**
* CJ - Clearer Signage to support disabled people accessing building when the lift is out of order. CJ to liaise with Hannah/Lisa Sullivan to ensure CASTLE have sorted as issue at weekend for all pts. **Resolved**
* CJ – approach NHIS re: Phone system hold music vs current silence**. NHIS looking into the matter for practice.**
* CJ – send patient survey results to PPG. **PM to send round to everyone**
* JP/AT meet 1:1 post surgery 6.30 one evening to review her CQC report for onward discussion with partners as required. **AT to follow up with JP**
* JP/CJ/SW/PM - Recruitment to 2 PPG vacancies. John to look out for parent with young family, Chris to ask receptionists to think/put names forward; Sue to approach heads of sixth form to approach students who are keen to be medical students, PM to approach virtual members fitting any of above criteria. Next meeting review ideas. Rushcliffe sent thank you but didn’t think catchment area but would pass it on to 6th formers. Nothing heard from other school – **SW to follow up schools again as only Rushcliffe responded. Has details now for Beckett**
* ALL to review ToRs and comment back if any changes needed to Paul before next meeting. **Agenda item**

1. **Updates from NHE England, GNH&CP/STP, Principia MCP/PartnersHealth, Rushcliffe CCG Active Group & Patients Cabinet, Castle PPG** 
   1. Joint Governing Body CCO appointed for all 4 S Notts CCGs. Ms Samantha Walters. Vicky Bailey retiring end October after 30+ years in NHS, 20 years in Rushcliffe.
   2. Rushcliffe CCG AGM 20-9-17 showcased examples of recent successes and future plans for developing local services for the better.

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* 1. Rushcliffe Active group feedback

The main topics discussed were around the better use of medicines and pharmacists and also integrated care.

* 1. Rushcliffe PPG Conference feedback. Event very well received. Will return in June 2018.



1. **Revisit our Terms of Reference including PPG Purpose**



Changes agreed:

To collaborate with the practice staff

Discussed whether to say what we are not for but decided not positive enough

At least 2 members of the practice on the PPG

M-JOG (text messaging)

…..or any other questionnaire

Seeking feedback from practice on current issues and trends relating to the way patients are using the practice, and how PPG can support the practice to address the issues rose.

Linking to wider Accountable care system not just the CCG

1. **Update on Recruitment of young person/young parent to PPG vacancies (plus amends to PPG section on website)**

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SW said thatRushcliffe School had sent a thank you but didn’t think they were the right catchment area but would ask their 6th formers. Nothing heard from other schools in the area. SW to follow up again. Contact details gained for Beckett school health lead.

1. **Preparation for WB-wide PPGs joint activity and Self Care Week and setting up a subgroup**



PPG members agreed not going to target self -care week but to give thought to maybe promoting self-help at other venues e.g. via a joint event at West Bridgford library featuring

several local GPs doing talks.

1. **Correspondence/patient feedback, Friends & Family Test feedback CJ/LL**

Only 15 FFTs completed last month.

10.00 **AOB:**

LL stated that the atrial fibrillation checks held on the flu clinic day on the 23rd Saturday was successful. Over 150 tested. Next Flu date is Saturday 7th October starting at 08.30

**11.00 Summary of Actions agreed & key messages for Virtual PPG members, Practice TV Rushcliffe Active/Patient Cabinet**



V**irtual group**

Send virtual group the revised TORs

Recap on previous actions

Inform them the PPG face book page is in development. Short sharp bits of information to be included which will need to be monitored and updated regularly.

Going to look at Self-Help groups (Rushcliffe Patient Forums) locally and advertise on waiting room TV

**Actions**

PM to finish developing the face book page. The communications sub group consisting of AT, KM and TD to reconvene to support PM

AT and LL – send pen profiles to Paul

PM to send slides from self-care forum website to RB so they can be put on the TV during self-care week.

PM to send minutes of all meetings since last went on website to RB

CJ/TW to decide a mutually convenient date for health and safety walk-about

PM to send round Patient Survey results to everyone

AT to follow up plan to discuss her CQC report for onward discussion with partners starting with JP

SW to follow up the possibility of recruiting new PPG members by approaching the heads of local six forms to access students.

PM to circulate agreed TOR to PPG members and GPs and virtual group members (see above attachment)

AT to send round written notes from Rushcliffe PPG conference on the 7th September

1. **Check Out, close and depart**

**Dates of remaining 2017 meetings: Please note change of date to Wednesday 6th December at 18.00. Topic for discussion will be to look at local Self-Help groups (Rushcliffe Patient Forums)**

**Potential future topics to consider:**

* Antimicrobial Stewardship
* Supporting the Self Care agenda
* Disease focus e.g. Diabetes prevention programme, Tele-dermatology
* **Patient self-help groups e.g. Dementia, Diabetes, Mental Health to be highlighted on Practice TV**
* Health Hub for Embankment PC Centre