**Actions from 2nd August meeting:**

* PartnersHealth looking at Patient Charter. If nothing produced by December PM to put it as an agenda item for the Active Group AND discuss with NL.
* LL – to send pen profiles to Paul
* LL to update group on recruitment of a young person to the PPG
* CJ will inform us when Numed have updated TV software.
* MP has added a bit more on the out of hours for TV screen and on line access via reception. Although updated there is a problem with software. MP to send update to CJ for inclusion when software updated.
* Dementia Friends overview representative to be invited to PPG meetingPM
* Saturday, 29th September. Practice would appreciate support to undertake the AF tests again and possibly health checks**.** All PPG members
* MP to try West Bridgford School in September. and WM to try her contact to find out who to approach in various schools within the catchment area. Helen Sowter is a guide leader who might be able to help. Nikki Lucas will also try and help tap into young people’s leaders eg scouts, guides etc
* MP to talk at QPDM meeting about NAPP conference
* Gresham Marsh Group. Date for a local community meeting (possibly at Wilford Lane Practice Thu 6th Sept at 5.30pm. ALL WELCOME please email Paul if attending

PM and MP to discuss amends to TV slides and Scarred Liver project

1. Welcome and check-in - 5’
2. Apologies for absence, matters arising not on agenda, confidential items, declaration of conflicts of interest - 5’
3. Approve minutes and check actions from the August meeting – **Enc A,** actions overleaf- 20’
4. QPDM feedback – 6th September – 5’
5. Flu clinics feedback from 29 Sept – 10’
6. Self Care Week preparation 12th-18th November – discussion – 10’ <http://www.selfcareforum.org/events/self-care-week-resources/>
7. Update on Gresham Marshes project - **Enc B -** 5’ [from Thu 6th Sept meeting]
8. Updates from outside organisations: NAPP, NHS England, GNTP, Principia MCP/PartnersHealth, Rushcliffe CCG Active Group & Patient Cabinet, Castle PPG – 20’ (verbal)
9. Recruitment to PPG/virtual PPG - young person/young parent/special advisor/others - 10’ LL/JP/anyone
10. Correspondence/patient feedback/Friends & Family Test CJ/LL – 5’
11. Dates for 2019 meetings – consideration of different format options, focus discussion topics, core topics
12. Summary of Actions agreed & key messages for Virtual PPG members, Practice TV, NHS Rushcliffe CCG Active/Patient Cabinet, WB Wire – 10’
13. Check Out, close and depart – 5’

**Proposed** **dates of remaining 2018 meetings – 6pm Dec 6th inc AGM**

**Potential future topics to consider: (happy to take other suggestions, please forward to Paul)**

* Antimicrobial Stewardship
* Supporting the Self Care agenda
* Disease focus e.g. Tele-dermatology, other PartnersHealth local service development initiatives
* Patient self-help groups e.g. Dementia, Diabetes, Mental Health – publicise on Practice TV
* Health Hub for Embankment PC Centre (Education centre like in WB and Bingham libraries)

**PTO for actions from June 2018 meeting**

**Actions from June 2018 meeting:**

* LL – to send pen profiles to Paul
* LL to update group on recruitment of a young person to the PPG
* PartnersHealth looking at Patient code of Conduct. If nothing produced by December PM to put it as an agenda item.
* ~~NAPP conference in Nottingham 9~~~~th~~ ~~June.~~ MP and PM will provide feedback at the next meeting including the workshops on how to engage young people
* MP has contact at Beckett School to see if they can offer any ideas on how to recruit a young person
* ~~PM to delete RR profile~~
* CJ will inform us when Numed have updated software for Electronic prescribing service.
* MP to add bit more on the out of hours for TV screen and on line access via reception
* ~~PM to contact CASTLE PPG re Gresham Marshes project/CJ to liaise with the Lets Live Well in Rushcliffe coordinator who now works out of Embankment PC~~