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

Paul Midgley (PM) (chair), Tammie Daly (TD), Anne Toler (AT), Christine Jones (CJ), John Prestage (JP) Linda Lowne (LL), Tom Wedgewood (TW)

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

Apologies received from: Mike Prior (MP), Sue Wing (SW)

50+ members on PPG virtual group

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

Minutes of the last meeting held on the 5th October 2017 were accepted as an accurate record**.**

**Actions arising from that meeting:**

* **PM to finish developing the face book page. The communications sub group consisting of AT, PM and TD to reconvene to make this happen**

**Met on 23/10/2017. After the meeting, AT discussed setting up face book page with her daughter.**

**Issues discussed included:**

1. **Can you have more than one administrator?**

Yes, you can also have more than one type of administrator if you want. E.g. you can have administrators who can add information (posts) to a page but not add anything else. You can have a ‘super-administrator’ who is able to change admin functions, and who can join the Facebook group.

1. **How can you manage open or closed group membership?**

Generally, you can have a ‘Secret’ Facebook group that no one outside the group can see at all or be aware of its existence, or you can have a ‘Private’ group which is visible as a group (but ‘outsiders’ can’t see the content) where people have to request to join.

1. **Can you ‘moderate’? i.e. approve things before they are posted?**

Yes, you can have ‘admin approval’ of posts before they go live

1. **Can you stop adverts?**

That is nothing to do with the particular Facebook group, (so we can’t decide on adverts, or whether to have them) but all to do with the individuals own PC and how their own Facebook page is set up.

1. **What would be engaging or disengaging?**

Unsure for our target group, but it might be useful to know that:

You can ‘pin’ a post so that it stays at the top of the Facebook page and doesn’t move down as other posts come in. So that is where you might put the ‘rules of play’ or key statements.

You can ‘bump up’ a post so for instance, if we put up a customer survey, and didn’t get many responses, you can bump it, so it comes to the top again and is the first thing people see again when they go to the page.

* **AT and LL – send pen profiles to Paul Outstanding**
* **PM to send slides from self-care forum website to RB so they can be put on the TV during self-care week. Actioned**
* **PM to send minutes of all meetings since last went on website to RB Actioned**
* **CJ/TW to decide a mutually convenient date for health and safety walk-about Actioned**
* **PM to send round Patient Survey results to everyone Actioned**

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* **AT to follow up plan to discuss her CQC report for onward discussion with partners starting with JP Outstanding, AT sending her finding to JP to read prior to meeting.**
* **SW to follow up the possibility of recruiting new PPG members by approaching the heads of local six forms to access students. Ongoing**
* **PM to circulate agreed TOR to PPG members and GPs and virtual group members (see above attachment)****Actioned**
* **AT to send round written notes from Rushcliffe PPG conference on the 7th September. Actioned – discussed in the meeting and notes to be circulated with the minutes. See below**



* 1. **Updates from local NHS partners - NHS England, GNTP, Principia MCP/PartnersHealth, Rushcliffe CCG Active Group & Patient Cabinet, Castle PPG**
  2. Principia Showcase event feedback



* 1. Rushcliffe Active Group feedback

Meeting last week – mainly about moving towards accountable care, joining up IT etc.

* 1. GNTP event 1st Feb Grange Hall Radcliffe on Trent & feedback from 1st event





1. **Annual General Meeting – PPG Highlights 2017**

PM to remain as Chair and MP vice chair

* Flu clinic opportunistic AF testing was a new initiative and was well received by patients. 3 or 4 were found that required treatment. Could save strokes/death.
* PPG’s Analysis from CQC feedback – now being discussed with GPs
* Helping with friends and family has been v supportive to practice and assured PPG has finger on the pulse of how patients feel
* Having JP on the group has improved level of dialogue and understanding both ways

1. **Update on Recruitment of young person/parent to PPG vacancies (plus amends to PPG section on website – SW/practice reps**

**C**ontinuing to try but struggling to engage school leadership

1. **Update on WB-wide PPGs joint subgroup for Self -Care Week event and beyond**

PM was meant to meet with other chairs, but unfortunately the meeting was cancelled. There is still a desire for everyone to meet and Matt Jelpke (St George’s) has agreed to speak. ? PJ will also speak.

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

Feedback remains very positive with no negative feedback (apart from Karim Meru which was discussed). The practice list size continues to grow in contract to Castle practice.

9.0 **AOB:** JP said the practice is looking at waiting times/appointments – especially for emergency appointments to avoid excessive waiting mid morning.

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

None

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

**Agenda item for next meeting** – face book page – agree exactly how we will implement this as Paul has no additional capacity

**Proposed** **dates of 2018 meetings – 6pm on 8th Feb, 5th April, June 7th, Aug 2nd, Oct 4th, Dec 6th**

**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 – publicise on Practice TV
* Health Hub for Embankment PC Centre

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and best wishes for 2018