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

Paul Midgley (PM) (chair), Tammie Daly (TD), Anne Toler (AT), Tom Wedgewood (TW), Mike Prior (MP), John Prestage (JP) (part), and Rob Reeve(RR) who was welcomed as a new member

**Apologies** for absence: Christine Jones (CJ), Linda Lowne (LL)

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

Minutes of the last meeting held on the 8th February 2018 approved.

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. Discussion on who would be the administrator – agenda item.
* AT and LL – send pen profiles to Paul – LL still outstanding.
* AT to follow up plan to discuss her CQC report for onward discussion with partners starting with JP – discussed with JP and left with JP to contact AT if further clarification required.
* LL to update group on recruitment of a young person to the PPG e.g. Cadets, Beckett school. Postponed until next meeting.
* JP & CJ to update group if the doctors or nurses had been able to suggest patients who would like to join the group either as a member or on the virtual group especially any from BAME community, those with young families, teenagers – **JP has asked couple of people but so far nobody interested.  
  JP has asked colleagues but it is difficult during consultations. Patients association has produced guidelines for use of social media in PPGs**
* PM to raise with Active Group the fact that 111 service was not promoting the Out of Hours service. PM did raise it and it is part of their protocol that they should be informing patients of the service. MP has produced a slide that could be loaded on the TV. The content of the page was discussed. MP and RR to review all slides.

1. **Updates from NAPP, NHS England, GNTP, Principia MCP/PartnersHealth, Rushcliffe CCG Active Group & Patient Cabinet, Castle PPG**



* 1. Rushcliffe Active and Patient Cabinet feedback. MP and PM attended today.

Looking at what has been learnt and can be built on further from Principia Vanguard. Devised 47 schemes under Vanguard. 29 being carried forward across Gt Nottingham. NHS now looking at what patients can and can’t get on the NHS. There was a discussion by PPG chairs about plans for the forth coming year see below. Some useful ideas including celebrating the NHS’s 70th Anniversary (using standard issues materials from NHS) e.g. with wider public, on practice TV screen, etc



Also discussed whether it would be useful if all the West Bridgford practice PPGs could collaborate more. **There is the active group which meets once a month anyway and this could be the forum (via a pre-meeting)**NHS 70th birthday May/June time. Some practices are doing activities, e.g. going into school e.g. Radcliffe

* 1. NAPP conference in Nottingham – Saturday 9th June 2018 – Nottingham Belfry Hotel



Discussed whether the Practice would fund members to attend. PM to send memo round to see who is interested in attending from the PPG

1. **[Clinical] topic of the month –**



**JP requested the need to raise awareness of online registration and electronic prescribing and nominating a pharmacy online. Possibility of message on mobile telephones via M-Jog. Use slides on TV, leaflets etc. Need to have sub group meeting – TW, PM, RR, TD set date for next week.**

Also a collaborative project with other PPGs and maybe write an article for inclusion in West Bridgford wire.

1. Recruitment to PPG/virtual PPG – young person/young parent/special advisor/others

Deferred to next meeting as LL unavailable. **JP has asked couple of people but so far nobody interested.  
JP has asked colleagues but it is difficult during consultations.**

1. Virtual PPG e.g. Facebook and how best to use PPG week in June

Face book discussed as a way of keeping people informed. Other PPGs thinking about setting one up.

Problem is that need to have an administrator. **Require younger representation on PPG and maybe they would be happy to administer face page.**

1. Correspondence/patient feedback/Friends & Family Test

LL and CJ DNA so no feedback available

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

Possibly from outcome of the sub group meeting next Wednesday re PPG Week and NAPP conference attendance

1. Check Out, close

**Actions:**

* **LL** – send pen profiles to Paul
* **LL** to update group on recruitment of a young person to the PPG e.g. Cadets, Beckett school.
* **MP & RR** to review slides for the TV including highlighting the 111service and to include the Let’s Live Well in Rushcliffe and what services are no longer available on the NHS. What is and is not available on the NHS.
* WB PPG chairs to have Active group pre-meets to agree plans for pan-WB initiatives for the forth coming year and **PM** will feedback at future PPG meetings
* NAPP conference -To ask Practice if they would fund members to attend and **PM** to send memo round to see who is interested in attending
* PPG awareness week. Sub group meeting on Wednesday 11th April at the Avenue in West Bridgford. **PM, TW, RR and TD** to attend at 19.30
* Agenda items for next meeting – leaflet/slide on Patient Code of Conduct and MP suggested; Nikki Lucas – Partners Health update

**Proposed dates of 2018 meetings** –**18.00 on** June 7th, Aug 2nd, Oct 4th, Dec 6th

**Potential future topics to consider:**

* Partners Health update (6th June, Nikki Lucas)
* Antimicrobial Stewardship
* Supporting the Self Care agenda
* Disease focus e.g. Tele-dermatology
* Patient self-help groups e.g. Dementia, Diabetes, Mental Health – publicise on Practice TV
* Health Hub for Embankment PC Centre