**Patient Participation Group**

**Minutes of the Meeting**

**Thursday 1st December 2022**

**17:15**

**PPG Members**  **Practice Representative**

Graham Mansfield (GM) Andrea Swanson (ALS)

Sharron Bilbey (SB) Sue Thorp (ST)

Mark Russell (MR) Charlotte Hubbard (CH)

Thomas Turner (TT)

Michael Worrall (MW)

Barbara Worrall (BW)

Cheryl Smith (CS)

**Apologies**

Ruth Hawley (RH)

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| **Ref** | **Discussion** |
| **1** | **Welcome, Introduction & Apologies**Graham Mansfield welcomed everyone to the meeting. Introductions were made and apologies noted |
| **2** | **Minutes of the last meeting / matters arising**There were no minutes from the last meeting as this was a general chat. Agenda for future meetings along with previous minutes and any agenda items to be sent out one week prior to the meeting. |
| **3** | **Terms of Reference**The Terms of Reference were distributed to attendees, these were unanimously accepted.RH asked about recruitment to the group. It was felt that the group needed more diversity, with younger members and those from ethnic backgrounds. CH explained that all new patients have the option to join the Virtual PPG when joining the practice. It was suggested the those in the virtual PPG be contacted prior to the next meeting.ST was tasked to look at new ways of engaging patients and report to the next meeting.Details of a new gentleman wanting to join the group to be passed to ST to invite him to the next meeting. |
| 4 | **Research**CH spoke to the group regarding a new research project the practice, along with Dr Tagger, is carrying out, with funding available from the research network to encourage patients to participate in research projects. There are 3 steps to the project:1. Identify underrepresented groups in the practice
2. Contact patients to see if they would be interested in taking part and how to attract patients from minority groups. Create a database of patients interested in taking part.
3. CH handed round a sample questionnaire which would be sent to patients by email, text, or letter.

MR suggested looking at using survey monkey, this platform is used by several other local practices.Discussion took place regarding the questionnaire, and it was agreed to revisit at the next meeting. |
| **5** | **Any Other Business*** TT raised concerned over rising energy costs for patients on home dialysis and that they may reduce the number of times they have treatment. He was wondering if there was any help available or treatment at the hospital. It was suggested that he raise the matter with Nottingham West who can feed back via the PCN.
* MR asked about how practices are getting scored in the press regarding appointment availability. The Oaks is performing well , CH to look at attendance rates in the practice as there has been an increase in DNA’s of around 200. Discuss at next meeting and review 6monthly.

CH to look at signposting training for reception staff.* MR informed the group that the PICS group for diabetic patients was excellent and asked that the practice makes newly diagnosed patients aware. Meetings are held 3rd Tuesday of the month, 1 to 3pm venue to be arranged.
* GM asked how the practice doing in the light of the media nightmare regarding patients getting a GP appointment. ALS informed the meeting that we are doing well, this is not just down to luck, but the practice is deliberately over doctored.
* TT expressed concern over articles in the press regarding GP’s voting to strike and work 9-5. ALS informed the meeting that none of our GP’s were aware of the vote and will not be going on strike.

Nurse strikes are only in secondary care. * It was suggested that dates for meeting were arranged for the year. ALS to look at possible dates and bring to the next meeting
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|  | **Date of next meeting and close**Graham Mansfield thanked everyone for attending**Next meeting date: 19th January 2023 17:15** |