

PATIENT PARTICIPATION GROUP (P.P.G.) MEETING 24 JULY 2018

Item 2 BK read out a message from HB explaining her absence and hoping she will be able to attend our next meeting. BK also read out a message from PD explaining her reasons for not attending. Due to pressure of work, PD is to appoint as deputy to take over her roles with the P.P.G.

Item 3 Minutes of last meeting. Item 5 from the last minutes had not progressed and we are awaiting guidance from PD. The minutes were approved.

Item 4 email from HB. This was covered in Apologies above.

Item 5 PPG poster. MD explained the changes to the PPG poster in Rutland Lodge and as he had duplicate cards (although smaller) they might be used at Carlton Gardens if appropriate space could be found.

Item 6 Admin support. As there are several outstanding queries to be raised with PD. BK is to request a meeting with her and MD and LH will also to attend. AR has also expressed as wish to be included.

Item 7 The new telephone is delayed as another practice has more urgent need for priority, but we are assured we will have a new system very soon.

Item 8 Website. The meeting considered that there were opportunities to improve on the practice's website, especially in view of the websites at Street Lane and Meanwood practices.

Item 9 No progress on visit to Carlton Gardens by BK and AR but see item 3 above

Item 10 PPG funding. We were too late in applying for the funding for PPGs due to the short notice given. BK reported that CCG *may* have extra funding later and he would be notified if this was possible.

Item 11 Recruitment to PPG This matter is still with PD and will be raised at the meeting with her, see item 6.

Item 12 Governance of Leeds NHS Trust. MD explained the findings from his meeting on the governance of Leeds Hospitals. He explained the 18 Clinical Service Units and the model for day to day running of the units. He also explained the board committee structure. He has a full set of slides on PowerPoint if anyone would like a copy.

Item 13 Meeting rooms It is regretted that we have again been asked to vacate the committee room early to accommodate another group. Again, we are not informed until the last minute. As the LMC seem to have greater importance than ourselves, we will investigate the availability and prospects of our meetings being on a Monday. Members should indicate to BK if this would be inconvenient to them.

Item 14 Coffee afternoons. Members do not seem to be notified of Thursday coffee afternoons. The last one we were notified was in April. See item 6

Item 15 Patient contact. To encourage more patients to join the PPG suggestions were made for use of social media including Twitter.

Item 16 We noticed that staff photographs were on the website but not in the surgery. Could these not be available in the surgery?

Item 17 A.O.B. BK expressed his concern that the group were not progressing towards involvement in the practice as well as we should be as a statutory body. This to be discussed with the practice – see item 6

Item 18 The date of the next meeting is planned for MONDAY 24 SEPTEMBER 2018 at 1730.