**BLOXWICH MEDICAL PRACTICE**

**PATIENT PARTICIPATION GROUP**

**AGM MEETING MINUTES**

**TUESDAY 28th APRIL 2015**

**Attendances: Apologies:**

Dr D C Johnson

Trevor Hancock

Julie Hykin

Maggie Ward

Nicole Bullingham

Barbara Leese

Ray Bunn

Lifestyle Links Presentation:

 

Anne advised that the waiting list from first patient contact is no longer than 4 weeks and that patient’s receive a follow-up appointment 3 months after their final hourly session.

Anne kindly agreed to attend any future Mental Health Promotion Day the PPG may hold in the future.

1. Minutes from previous meeting:

All agreed a true record.

1. Matters Arising:

The Pathways to Health Awareness Promotion Day due to be held on 5th May 2015 is postponed till 20th May 2015.

Pharmacy First and Friends & Family Test will be promoted at the same time and at all future events.

Trevor and Barbara will man the desk 9-11am and Ray and Nicole 4-6pm.

Maggie will source relevant leaflets/posters for display.

1. Pinfold Combined Health Fair:

Trevor reported that the event was a disaster; only two patients attended the event which consisted of twenty stall holders. The BMP PPG members attending the event spent most of their time directing patients who were going to various clinics in the building.

BMP PPG had contributed £20 worth of posters to the event.

Julie suggested holding smaller events in future with 2 or 3 stalls and when the surgeries were open Monday – Thursday.

It was agreed that the stalls should be for practical and relevant topics.

The date and times for the Arthritis and Diabetes Health Awareness Days will be decided at the next meeting.

Barbara has promotional material for Arthritis/Rheumatology and Nicole will source promotional material from Diabetes UK.

1. Election of Officers:

Chairman: Trevor Hancock. Proposed by Ray Bunn. Seconded by Nicole Bullingham.

Vice Chairperson: Julie Hykin. Proposed by Chairman. Seconded by Nicole Bullingham.

Secretary: Maggie Ward. Proposed by Chairman.

1. Treasurers Report:



1. Any Other Business:

Julie has a supply of general promotional leaflets that will be used on future Health Awareness Days.

Bank Account: There is approximately £68 left in the bank account and Julie has confirmation that it can be spent on ink for the printer.

Nicole is willing to pay for the ink herself so the money will be left, keeping the account solvent.

My NHS PPG Meeting: Julie and Trevor both attended this meeting and reported the on the following items that were discussed:

PPG Leaflet: Lockfield Surgery produced a practice leaflet that was more appealing for younger people. Making the BMP PPG leaflet more young person friendly is to be considered.

PPG Representative Pack: completing this would enable shared information about the group with patients and prospective members.

Practice Leaflet: To ensure it complies with NHS England Standard General Medical Services Contract Schedule 3.

Texting: The Texting Facility is being used by Bloxwich Medical Practice. A future promotion day will be organised to try and obtain up to date mobile phone numbers. Asking patients to inform the practice of up to date mobile telephone numbers is to be included in the practice leaflet. This issue is already addressed on the Touch Screen in reception.

DNA’s: Educating patients regarding the impact on cost and resources due to missed appointments is to be entered in the practice leaflet and on the BMP website.

Pinfold Health Centre Building PPG: Dr Johnson suggested all Pinfold practice managers gathered the names of their PPG Chairmen so that this issue can be discussed by them jointly. Shared concerns could be address such as the constant flooding on the car park.

Walsall PPG Liaison Group: Trevor Hancock was proposed as Chairman by Nicole Bullingham and seconded by Ray Bunn for nomination to Walsall PPG Liaison Group.

Date of next meeting:

Tuesday 30th June 2015 at 2pm.