### Alwoodley Medical Centre

### PPG meeting 19th October 2017

**Present:** Keith Reynolds (KR); Dick Killington (DK); Dr Giles Manchester (DrM); Hilary Rhodes (HR); Carol Stevens (CS), Michelle Whittaker (MW), Jane Bradshaw (JB); Carolyn Holroyde (CH)

**Compiled by:** CH

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| **Item** | **Minute/Comment** | Action |
| 1 | Apologies were received from Margot Clements (MC) and Christine Crowson (CC). It was reported that Liz Locke has had to resign from the PPG due to her starting back in employment. The Chairman thanked her for her work on the PPG. CH will monitor the email account in future. | CH |
| 2 | **Approve minutes of the July Meeting**The minutes of the last meeting in July were approved. |  |
| 3 | Matters arisingIt was noted that the flu clinics are under way and this is working better than last year.**Outstanding Actions from previous meetings**1. The PPG advised that the TV screen is scrolling too much information, in a very small format which renders it ineffective
2. Discrepancy between the screen and room signage, awaiting implementation
3. A virtual Patient Reference Group is in the process of being formed, with approximately 12 willing patients identified so far. However it still needs setting up and running so perhaps a lead member of the PPG will be required
 | VT/JT – to agree key messages and feedback to the PPG upon implementationVTAgenda item next meeting (high priority) |
| 4 | Me and My MedicinesA “Me and My Medicines” campaign was launched in Leeds at Elland Road on 12th October. Some 200 people attended the launch including medical professionals from all over the UK. 3 members of the PPG represented patient groups at the event.It was reported that over £1m is wasted every year in Leeds through the misuse of medicines. This money could be used to provide other NHS services for all. In addition to the wastage a number of people end up in hospital, sometimes seriously ill through such misuse. Doctors are left frustrated when patients just put medicines in the cupboard.In the weeks and months ahead we shall be examining ways of helping patients on this subject. We shall endeavour to work with doctors, pharmacists and patients. The problems are diverse, and people’s problems will vary. The service will be one of gradual evolution and patient lead. | KR leading project, agenda item next meeting for updateCH to include section in newsletter |
| 5 | Caring Hands UpdateCarol Stevens reported back on meeting held in May with members of our PPG and Beverley Kite the Chair of the North Leeds Medical Practice who is driving this project with Michelle Whitaker. The outcome is that the PPG feel we are unable to replicate what they do at North Leeds Medical Practice as we would not get funding for support like Michelle, and we do not currently have a big enough and representative PPG group. We will continue to monitor this project through Michelle’s attendance at our PPG. |  |
| 6 | **Update on Action Plan**All actions now complete with exception of those listed under point 3 above. |  |
| 7 | **Discussion of points raised by or with doctors**DrM reported that Jayne Tait was off work for c6 weeks and Vicky Taylor the Assistant Manager has left the Practice, so two of the partners are having to do practice management work to cover. |  |
| 8 | **Social Prescribing**Jane Bradshaw updated the PPG on her work on social prescribing. Approx 75 patients have been referred to her since April, with 20-30 patients ongoing on her books, often with complex and/or mental health issues. Most patients are seen within 3 weeks. Her role is to support, signpost or refer needy patients to local groups and support services. |  |
| 9 | **AOB**1. Newsletter was not printed in August due to lack of agreement on funding. Funding has now been agreed from the Practice for up to £125 per issue, 4 times per annum. This includes payment for the March 2017 issue which remains outstanding. Agreed that we will print lower number of 1,000 copies for next issue if newsletter to be produced 4 times per annum in future. Next newsletter planned for November.
2. It was agreed that our PPG group is not wide or representative enough and a separate meeting will be set up with members of the PPG to agree how to take this forward, along with how to progress the virtual group.
3. It was suggested that we should provide another means of communication between patients and the PPG, email not considered sufficient.
 | CH to review draft and circulate for comment asap and arrange for print in NovemberMeeting to be arrangedPostal option to surgery to be added where necessary as option |
| 10 | Date, time and venue of next meetingThursday 11th January 201812.30 – 2.00pm @ Alwoodley Medical Centre | DrM to book room |