**BEECH HOUSE SURGERY**

**Patient Participation Group**

**Minutes of meeting Wednesday 30th November 2022 6.30pm at the Surgery**

**Present:**

Claire Saunders-Practice Business Manager

Jean Carter- Joint Chair

Sarah Blood- Joint Chair

Susan Kitching

Rose Thewsey

Debra Roberts

Karen Collyer

David Spencer

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| **Detail** | **Action by** |
| 1. SM welcomed all members to the meeting.   Particular welcome to Debra Roberts as a new member of PPG   1. Apologies: Diane Smith   Grace Holdershaw     1. Minutes of the last meeting were agreed.   Agenda was addressed in different order from published agenda!   1. PPG Constitution   Agreed that fundamentally the written constitution was adequate with a few alterations required. Remove requirement for formal interview of new PPG members.  Tenure- to remove requirement to have a limited time that members can remain on PPG.  No requirement to give notice if wishing to leave PPG.  All members of PPG to sign confidentiality agreement.   1. Patient Partner Network   CS advised the meeting about a Patient Partner Network virtual meeting to be held on Tuesday 24th January. All welcome. CS will email all members with details. Should be an interesting meeting and would give a good overview of all that is happening. Brand new group.  Feedback via email should be adequate rather than a full discussion at PPG meeting.   1. Website and social media   Other options for PPG meetings discussed- option of virtual meetings/groups and use of social media to attract other patients who may be able to contribute ideas.  Website being revised with new ideas- pinning ideas and asking patients to like and share to raise the practice profile.  Highlighting all the positives of the practice- large free car park, top in recent patient survey, active PPG etc.  Trying to increase the demographics of practice as BH patients are a more aged population.  Agreed not to have PPG members` names on website.  CS advised meeting about new project in surgery- “meet the staff”- highlighting different members of staff and giving a more personal insight for patients.  Calendar of events may be helpful for PPG.  Making sure we let patients know about all the new services that the practice is offering. Health and wellbeing advisor, social prescribers etc.  Funds available from YHN for a “care coordinator” who will be able to link services for individual patients.   1. Noticeboard waiting room   Discussion about practicalities of how we display staff and services- possibility of a Beech Tree display. JC and CS will look at sourcing appropriate display.  CS has plans for reorganising children`s play area.  Plans to upgrade tv display system as current display not functioning well.  Reorganising position of self-arrival screen and looking at possibility of b/p machine in waiting room for patients to take own b/p.   1. Music in waiting room   Speakers been fixed.  Music will be working within a few days after meeting.  Greatest Hits Radio or Your Harrogate likely to be preferred options.  Aim is to help mask discussions and improve confidentiality.  9. Fundraising-  Agreed to hold a daily tombola in surgery waiting room over 5 days before Christmas. Week starting 12th December- with am and pm sessions of 2 hours each. Volunteers from PPG will man the stall.  Agreed to raise money for PPG funds.  Book sale. Agreed to find a basic book case from internet to put in entrance porch and start book sale. £2 hardback £1 paperback to be reviewed.  CS will advertise in surgery and on social media.   1. AOB   RS queried why child protection policy stated under 19 as relevant age. JC advised that you can still be in full time education at 19.  Revisit child protection policy if we have another young PPG member.  CS advised the practice uses PCDC Primary Care Development Centre – data protection officer who advise on all data protection and governance/safeguarding issues.  Dr Claire Keenleside is safeguarding lead and the practice has regular full practice meetings.  All staff members have to do e-learning and CS trying to streamline this with a definitive list.  Likelihood of CQC inspection in the near future.  Surgery is struggling with access to clinical rooms. May look at converting records room for triage etc. Looking at off site storage for the records.  Option of converting the loft being looked at. Funding may be difficult.     1. Date of next meeting- Wed 25th January 2023 | **All PPG Members**  **CS**  **JC**  **CS**  **CS** |
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