

## PPG Meeting Actions/Minutes

Date:	15.04.24	Time:	14:00
Attendees: Practice Staff	RebeccaB – Practice Manager (RB)		
PPG Members	JerryG– PPG Chairman (JG) JackieW – Joint Secretary (JW) Mike OH - Patient HayleyC– Patient MicheleH - Patient		
Guest Speakers	PhoebeM – Diabetic Eye Screening RachelW – Diabetic Eye Screening		
Apologies:	JaneH DavidB		
Place:	St Mary Magdalene Church, Gillingham Green		
Agenda:	Welcome & Introductions Minutes & Actions arising from last meeting Updates from GP Practice Patients feedback, suggestions and comments AOB Date for next meeting		
Recorded by:	JackieW		

	Description	Responsible	Deadline
1	<b><u>Introductions, apologies &amp; closing of previous meeting minutes</u></b>  Introductions 2 new attendees Apologies from Jane & David  RB gave overview of the PPG and its purpose  - Outstanding actions from last minutes: <ul style="list-style-type: none"> <li>Recruitment of 16-18yr olds to join the PPG, should there be interest from anyone aged 16 and under they would need to be accompanied by a parent.</li> <li>Meeting times – 14:00 is the best time for physical meetings</li> </ul> All other items on previous minutes were closed or are actions for further discussion.	RB	
2	<b><u>Virtual meetings</u></b>  Teams/zoom meetings – to be implemented RB gave JG contact information for a local scout hut that could possibly house the evening/zoom meetings. JG to contact to see if internet is available and if the venue can be used.	JG	

3	<p><b><u>PPG</u></b></p> <p>Deputy chair is still required.</p> <p>The members were asked to consider what our patients need and how the PPG can support the surgery. All suggestions can be emailed to <a href="mailto:napierroadsurgeryppg@gmail.com">napierroadsurgeryppg@gmail.com</a> It would be helpful if members could include the following with their suggestion:</p> <ul style="list-style-type: none"> <li>• How this would work/be implemented</li> <li>• Who would be responsible</li> <li>• Benefits</li> </ul> <p>PPG Chair JG visited surgeries within Brompton/Gillingham and Twydall to see if we could share ideas, but as of date has received no reply. Moving forward JG will now only email surgeries.</p> <p>RB gave JG the detail for the National Association of PPG which JG has looked into. £60 membership fee, which he stated he would cover the costs.</p>	PPG members	
	<p><b><u>Newsletter</u></b></p> <p>JW asked what date the practice would like in the Summer Newsletter. End of May, for 1<sup>st</sup> of June 2024.</p> <p>RB will send over the article on 'the day in the life of..'</p> <p>Content for Summer newsletter to be confirmed.</p>	JW  RB  RB	
5	<p><b><u>NHS App/patient correspondence</u></b></p> <p>MH said that patients, particularly over 60+ would not have access to internet/smart phones, how could we keep in touch and especially let them know about pharmacy first?</p> <ul style="list-style-type: none"> <li>• Possible questionnaire</li> <li>• Letter</li> </ul> <p>Cost implications for postal correspondence could be high. Establish who has no email address held on file? And letter sent? – only issue foreseen was data protection. The PPG could not generate the letters.</p>	All Members   RB	
5	<p><b><u>Diabetic Eye Screening</u></b></p> <p>Still an issue with attendance for the diabetic eye screening across Medway. What can the practice/PPG do to help?</p>		

	<p>Suggested a Diabetic awareness day at the practice. This can be coordinated by the PPG.</p> <p>Perhaps in warmer weather it can be held outside.</p> <p>Awareness days can be held for any topics i.e. Asthma, COPD, menopause etc</p> <p>Invites can be generated by the surgery.</p> <p>Date/time to be arranged by the PPG in conjunction with the Diabetic Awareness ladies.</p>	PPG Members	
6	<p><b><u>Things to do</u></b></p> <ul style="list-style-type: none"> <li>• Contact local scout hut to see if they have internet access and if we could use their facilities to hold the virtual meetings.</li> <li>• Summer Newsletter</li> <li>• Arrange Diabetic eyescreening awareness day at the surgery</li> <li>• Establish how many patients 60+ do not have an email address on file.</li> </ul>		
7	<p><b><u>AOB</u></b></p> <p>RB confirmed to MH that the e-consult was now up and running.</p>		
8	<p><b>Meeting Ends</b></p> <p>Next meeting to be confirmed for 17<sup>th</sup> June 2024 @ 14:00</p>		