

Handsworth Medical Practice – Patient Participation Group

Minutes of the Meeting held at Handsworth Medical Practice on Tuesday 13th June 2017

1. Present:
 - Sue Harbour (Joint Chair)
 - Noel Hayes
 - Bridget Robinson (Secretary)
 - Laura Bellotti
 - Senka Zulic
 - Lorraine Toynton
 - Joyce Hill
 - Joan Smith
 - Pat Murrell
 - Brian P Robinson (BPR)
 - Josie Camplin
 - Dr Ormerod (Part)

2. Apologies for Absence:
 - Zubeda Skinner
 - Barbara Bittle
 - Zia Rehman

3. Minutes of the meetings held 25th April 2017 were approved.

4. Matters Arising:
 - 4.5 Design and Marketing. LB has had no input from her students who, as it is the end of the academic year, are not particularly interested. There was a brief discussion about the logo and all committee members were asked to submit ideas so that a decision can be made. Reference was made to a “hand and tree” logo.
 - 4.6 Rota: Once launch date has been agreed a draft rota can be organised – SH / BR.
 - 4.7 Fund Raising: JC said that the practice has 15,000 patients and that doctors see on average 1,500 people per week. As the practice is leased it would not be possible to arrange any mother and baby classes, pilates classes, etc. BPR to contact the Patients Association to enquire what the PPG are legally able to do.
 - 4.8 Wheelchair. JC said that the practice wheelchair had been borrowed by a patient and had not been returned. SH to liaise with JC about her contact to supply a wheelchair/s.

5. The PPG Matrix (Check List). Members went through the check list and it was agreed that the PPG met virtually all criteria for the bronze award with a few exceptions which can be achieved by August when the Check List should be submitted.

- 5.1 Task orientated working groups. BPR volunteered to set up a small fund raising group .
- 5.2 It was agreed that SH, NH and BPR would establish a small steering group to meet with practice staff during the day.
6. Launch Date and Rota. Once the practice have received details of the week they will be issuing flu jabs the PPG will be able to set a date for the launch which will coincide with this.
7. Any Other Business:

Dr. Ormerod joined the meeting briefly to inform us that he had attended a conference at Southbank University regarding a new initiative: Waltham Forest Primary Care Academy. Once the practice have the full details on this initiative they will share with the PPG.

The practice would welcome Volunteers to help occasionally with admin work.

Carers Groups: support for carers was an area the practice felt the PPG could be useful. This would require further discussion.

NH and LT agreed to attend the Standards meeting in Chingford on 20th June.
8. Date of next meeting:

Tuesday 22nd August at 18.00 at the practice.

Bridget Robinson