**Yetminster Health Centre**

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**Patient Participation Group**

**Minutes**

**23rd March 2022**

Present:

CH – Chris Hardy

AB – Angela Bowring

GF – Gill Foott

MP – Marcus Pawson

LA – Layla Ansar

|  |  |  |
| --- | --- | --- |
|  |  | **Action** |
| 1. | **Apologies** |  |
|  | None |  |
|  | | |
| **2.** | **Minutes from Last Meeting** |  |
|  | Agreed |  |
|  | | |
| **3.** | **Matters Arising** |  |
|  | * Two potential patients have been contacted by CH who have expressed an interest in becoming PPG virtual members. A further expression of interest will be followed up | CH |
|  | * CH has signed the Terms of Reference and Code of Conduct and will forward to MP. | CH |
|  | * Surgery Tour and ‘Meeting the Team’ will take place once Covid levels have reduced. To be carried forward. | LA |
|  | * Surgery demographics shared. Document to be forwarded to PPG members. COMPLETED * Key points noted - a rural demographic of older people and 10 -19 years old due to the addition of Sherborne School Boys. * Ethnicity 76% British White. * Other priorities and local needs will be identified over the coming months | MP |
|  | * Newsletter – agenda item 5. |  |
|  | * Surgery staff meeting feedback to be carried forward. | MP |
|  | | |
| **4.** | **CCG Support** |  |
|  | GF gave an overview of her role :-   * Supports North Dorset GPs and provides guidance and advise to PPG’s. * To forward PPG support page link enabling access to downloadable templates. * PPG Chair/Representatives Network meetings held on alternative months. * Regular webinars held with the Conference to be resurrected in 2023. * Has contact with a number of voluntary groups. | GF |
|  | Nominated Primary Care Representative to be identified. | GF |
|  | A number of options explored to raise PPG profile.  GF to send ‘banners’ for Yetminster Jubilee Celebrations. | GF |
|  | GF offered to provide a written summary on the role of PPG’s as part of surgery information sharing.  CH noted that each village required different information options apart from online information. | GF |
|  | | |
| **5.** | **Newsletter** |  |
|  | * To focus newsletter from a Surgery perspective. |  |
|  | * Frequency – Quarterly. First publication to aim for Easter. | CH/AB |
|  | * Surgery to forward dates and content items for first publication. COMPLETED | MP/LA |
|  | Publication and distribution options discussed. Print costs not currently available, although inhouse distribution can be considered in small numbers.  CH to approach Wiggle Valley magazine and explore printing costs. | CH |
|  | | |
| **5.** | AOB |  |
|  | Outside support/advisors will attend PPG meetings once the PPG is well established. |  |
|  | | |
| **6.** | Next Meeting |  |
|  | 27th April 2022 @ 10.00am.  Video or face to face to be confirmed. | LA |
|  |  |  |