

**MINUTES OF THE MEETING OF MAYBUSH PPG**  
**HELD AT THE PRACTICE ON WEDNESDAY 2<sup>nd</sup> MAY 2018**

**PRESENT**

Louise Gregory – Practice Manager

Patient representatives – Margaret & John Laister, Chris & Stuart Monks, Janet Turner, Janet Nother, Fazal Mahmood, John Barnsley, June Collinson, David Horn, Ray Watson.

**APOLOGIES** – Munawar Khan, Yvonne Hayward, Dr A Hayat.

**MINUTES** - the minutes of the meeting held on Wednesday 4<sup>th</sup> April 2018 were accepted.

**MATTERS ARISING**

- The draft minutes of the March PRG/Network meeting had been distributed. Janet T. advised that the next meeting would be on 6<sup>th</sup> June.
- Louise handed out copies of a Maybush organisation chart entitled 'Staffing Structure'. These are for the use of PPG members only. Emma has been appointed Assistant Practice Manager. For the time being, there is not going to be an appointment of a Reception Team Leader. The cleaners are direct employees. The document was welcomed by the Group.
- June asked if receptionists could please give their names when answering the phone. **Louise**

**CONSTITUTION**

- The draft constitution was formally approved by the Group. The constitution would be loaded onto the website and displayed on the PPG noticeboard. **Louise/June**
- Ray said he would update the constitution and distribute it. Also, he would produce a separate document stating the aims of the Group. **Ray**
- Re the aims of the Group, point d), Stuart stated that Maybush used to employ someone to advise on health matters such as food and fitness. Louise felt that the funding for such a person may have been withdrawn.
- Re – the maximum size of the Group of twenty stated in the constitution, Louise felt this may become a problem as the meeting room is not big enough. It was thought that although this could occur with 100% PPG attendance or at an AGM, the waiting room could be made available.
- Although the Chairman and Vice Chairman roles are currently empty, and he is currently *de facto* Secretary, Ray believed there was no urgent need to formally appoint any officers. Now the constitution is agreed, there are various issues that we can now focus on. E.g. newsletters, health events at the surgery (diabetes, dementia, healthy eating & drinking, respiratory conditions, joint event with a hospice), a patient guide.
- Louise said she is happy to give up chairing the meetings, at any time. Or, if requested by the Group, not to attend on occasions. Chris asked if the Group could be given access to the meeting room at 5.30pm, so we could start on time. **Louise**

**ANY OTHER BUSINESS**

- John instigated a discussion concerning online communication with patients. Louise said that most patients make their prescription requests online but whatever is done must be within GDPR rules (General Data Protection Regulation).

- David suggested he could approach a speaker from the Live Well Wakefield service, which was agreed. **David**
- Ray passed around some background information on N.A.P.P. (National Association for Patient Participation). Membership is £60 for the first year and £40 p.a. thereafter. Their annual conference is on 9<sup>th</sup> June in Nottingham, cost £75 members, £100 non-members. NAPP had informed him that six Wakefield PPGs were already members. Ray said he would provide the group with some background information on NAPP. **Ray**

### **NEXT MEETING**

This will be held at the practice on **Wednesday 6<sup>th</sup> June** at 5.30pm

The meeting closed at 6.40pm