

**MINUTES OF THE MEETING OF MAYBUSH PPG**  
**HELD AT THE PRACTICE ON WEDNESDAY 4<sup>th</sup> APRIL 2018**

**PRESENT**

Louise Gregory – Practice Manager

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

**APOLOGIES** – Janet Nother, Fazal Mahmood, Dr A Hayat.

**MINUTES** - the minutes of the meeting held on Wednesday 7<sup>th</sup> March 2018 were accepted.

**MATTERS ARISING**

- Since the PPG contact list had been distributed Margaret and Richard Wardle had decided they were leaving the practice. An amended document would be issued. **Action Ray**

**PRG (Network) MEETINGS**

- Janet explained that these meetings took place every three months at White Rose House in Wakefield. One representative from each practice attended and there can be up to thirty people present. It is an ideal opportunity to meet patients from other practices and staff from the CCG.
- Recent initiatives include TRISH (the Referral Information & Support Hub), Turning Point (Talking Therapies), and Self Care (helping patients to manage their own health).
- Re the minutes of PRG meetings, Louise suggested these could be anonymised and then distributed.
- John initiated a discussion about how we get self care across to patients.

**PRACTICE UPDATE**

- **Staff** – Louise reported that Dr O'Kine would be employed as a full-time locum until such time as his connections with Eastmoor had been resolved. Louise said she is seeking another GP and a nurse practitioner. The practice is looking to restructure its admin support and as such a vacancy is being drafted for an Assistant Practice Manager and a reception team leader. Further details will be shared once appointments to these posts are confirmed. Louise hoped to bring an organisation chart to the next meeting.

**Action Louise**

- **CQC** – following the visit on 14<sup>th</sup> February, Maybush had achieved a rating of 'Good'.
- **PPG Noticeboard** – has been done. June asked if someone from the group should be given charge of it.
- **Facebook/Website** – the PPG page on the website had been updated and the Facebook page was working well.

**CONSTITUTION**

- Ray said that copies of the draft constitution had been sent to everyone. As there had only been a few days to consider the document, it would be an item for the May meeting. Could everyone please be as critical as they like, and highlight anything they feel should be amended or included. **Action All**

- It would be helpful if comments can be emailed to Ray in advance of this meeting – if possible.
- Anyone wanting to discuss any item before the meeting can ring him, or anyone else on the sub-group – Margaret, Janet T, David or Munawar.

#### **ANY OTHER BUSINESS**

- **Translation of Documents** – Munawar said he felt this was not necessary.

#### **NEXT MEETING**

This will be held at the practice on **Wednesday 2<sup>nd</sup> May** at 5.30pm

The meeting closed at 6.50pm