# Draft Minutes of PPG Meeting – Thursday 18th April 2024, 6.00pm

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| Present | Barbara Wilson, Dr Kate Keen (part), Lesley Bowes, David Brown, Margaret Brown, Liz Hurst, Bev Law, Gail Lazenby, Yvonne Murphy, John Pollock | Responsibility |
| Apologies for absence | Rozzy Carrick, Chris Franklin |  |
| Previous Minutes | Previous minutes were approved unanimously. **Review of action points from previous meeting** |  |
| Stillington PPG Communication Document/Constitution | The Communication Document has been updated to include our new members, Liz Hurst and Margaret Brown and to change the requirement for a quorum to be 50% of PPG members and 1 Stillington Surgery Practice Team. |  |
| Organogram of Surgery Team | Still work in progress. Review at next meeting. | BW |
| Reduction of prescription notice requirement | Will continue to be monitored to determine if/when reduction can be made. Data to be provided on number of patients who use NHS App for appointments and/or prescriptions.PPG to work with Surgery staff to increase use of NHS App   |  BWAll |
| Website update | New website now available at [www.stillingtonsurgery.co.uk](http://www.stillingtonsurgery.co.uk) Further refinements to be made particularly provision for inclusion of PPG minutes and encouraging use of NHS App for making appointments and ordering prescriptions. | BW/RC |
| PPG roles | It was decided that JP should continue with preparing communication documents for the time being. |  |
| Welcome to Stillington booklet and other publications | To be updated by JP, approved by BW and shared with PPG prior to requesting inclusion in Welcome to Stillington booklet. | JP |
| New members | Welcome back to Margaret Brown who has re-joined the PPG. |  |
| Issues requiring improvement from a Surgery perspective | To assist wellbeing of Surgery Staff, PPG and Surgery team to work on promoting use of NHS App to reduce the number of incoming phone calls.Reduction of patient appointments with Doctors for issues that could be dealt with by Pharmacists, Practice Nurses or Support Services.To be discussed with Doctors and featured in one of our next village communications. | AllBW/JP |
| Remote annual prescription review | To be featured in one of our next village communications. | JP |
| Information Display Tables and BoardsLunchtime ClosuresMen’s ShedsPPG funding | **New Agenda Items**Our first information display table focusing on Carers is on display in the Surgery for approximately 5 weeks. Thanks were given to LH and BL for undertaking this and future display topics.Notice boards to be reorganised by end of May.Next topic is to have a display table focusing on Men’s Health.2 letters of concern were received about lunchtime closures. Both were responded to by Practice Management and PPG emphasising this was merely enforcing what was already a stated policy.A follow up on length of time to await prescriptions has been committed to by end of September.DB provided an illuminating presentation on the purpose of Men’s Sheds which is a newish initiative in a Portakabin at Easingwold football ground.A write up to be included in one of our next village communications and will be featured in Men’s Health display.Any reasonable requests for funding of items requested by the PPG will be put to Surgery partners. | LH/BLJP/BWDBLH/BLBW |
| AGM/ Open Day | Timing, format, potential professional attendees and location of AGM/Open Day to be prepared for next meeting. | BL/YM/BW |
| Next Meetings | Date of next meeting Thursday 23rd May 6.00pm at Stillington Surgery | All |