

Patient Participation Meeting Minutes

Venue: Oxford Terrace

Date: 13th February 2020

**Attendees: PL (chair)TG, SF, JC (from Oxford Terrace)
JM, Nick, Joy, Vivien Pauline, Flo (from Birtley)**

PL discussed the coffee morning he had attended at Birtley Practice before Christmas. It wasn't a meeting as such, but an informal coffee morning which happens on a regular basis at Birtley. It was however an opportunity to meet some other members.

Birtley have a draft Terms of reference for their PPG which will be shared with Oxford Terrace, and may be used for their PPG. As a PCN, it was felt that we could use the same one and just adapt the wording to fit.

Once received, PL will share with the members. Ground rules and confidentiality for members were also mentioned. Both of these and TOR, are mandatory requirements in the Participation in Practice Award which both practices are involved in, so it was felt that these could also be shared.

An update on the Participation in Practice Award was given. Staff and PPG members of both practices had attended. Philip Kyle from Q.Health mentioned that there was availability for funding for PPG's. PL will find out the criteria as may be of use to both PPG's.

Both practices have follow up meetings with Healthwatch to discuss progress for the award.

Co-Production was discussed. This is in relation to staff and any PPG members/volunteers at the practice being treated in the same way and with mutual respect. It was suggested that any plans/projects may be discussed fully before implementation. Just because something does/doesn't work for one, it may work for another. 'One size does not fit all'. Suggestions could be discussed fully first without being dismissed straight away.

At a previous Oxford Terrace meeting, it was suggested more information be shared on the photo board in reception. This could include working days, and GP's main interests. This would help patients identify who they would need to see for their condition. Joyce will find out if this could be done at Birtley practice as well. Surnames of non-clinical staff members had been removed at their request. It may also be possible to add the photographs to the website.

SS, SF and Big Lottery met up at Rawling Road branch to discuss a gardening project. The aim was to try and get groups in the area to network more. SF and TG have already met up with Basis, and Aquila (homeless charities), to discuss how the practice could help. SF has said that he will contact a friend about making videos of homeless people which could be used in the practice to publicise their difficulties further.

A single plan could be for each practice to have a food bank type drop off point. This will need to be discussed further in each practice. Location and types of food, and the collection of the proceeds will all need to be agreed first.

It was suggested, as a joint plan, that it may be possible to have a 'HEALTHY EATING AND COOKING'/'EAT WELL ON A BUDGET'(may be re-named later), activity across the two practices. There would need to be a lot of planning before this goes ahead. Venues, funding, who, and how are the main considerations. Nick from Birtley may be able to help with nutrition issues, healthy food and lesson plans. TG recently attended a practice in Fleetwood where the community was asked what they wanted, and subsequent plans were made. She will contact the lead to find out how they went about the planning.

SF expressed an interest in attending a Citizen Leader Course. These are run by the North East Leadership Academy. TG will contact to find out if there are any courses available.