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**WINDSOR HOUSE GROUP PRACTICE**  
**PATIENT PARTICIPATION GROUP**  
**Tuesday 12/06/18**  
**Adwalton House Surgery**

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**Attended:** Paul Handley (Chair) Sharon Wears  
Barbara Hope Alan Peters

**Apologies:** Deborah Horrocks Doreen Whiting John Walton  
Denise Sykes Philip Ramsden Keith Brown  
Graham Hepworth Ann Barrett Shirley Varley  
Jean Roper Robert McDougall James Hill  
Grace Turner

**Practice Reps:** Steve Horton Dr Holland Debbie Gumbley  
Jill Peel

**Minuted by:** Jill Peel

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Item	Action
1 <b>Apologies</b> See above	
2 <b>Minutes of Previous Meeting / Matters Arising</b> Minutes accepted as a true record.	
3 <b>Matters Arising</b> None to report	
4 <u>Leeds PPG Network feedback (PH)</u>  Paul attended the 2 <sup>nd</sup> Leeds PPG Network meeting and reported a very disappointing attendance of 11 members from 8 PPG's out of the 140 PPG's city-wide.  Paul took the opportunity to suggest to Adam Stewart from the CCG that focus should be placed on recruiting more PPG members in order to make the Leeds network effective.  Paul and Steve reported that limited funding is now available for PPG's in the region of £1,000 and applications are to be submitted by mid-July stating how the monies are to be utilised.  Suggestions were: 1. Invest in advertising for more PPG members (pull up banners at each surgery x 3, posters, flyers, text messaging). 2. PPG / Community notice board at each surgery x 3. 3. Working with charities to improve links and possible future projects going forward. 4. Focus more on younger people and engage with primary schools and run a painting competition.	

5	<p><u>Potential merger Windsor House Group Practice /Fountain Medical Practice – Update and PPG involvment (SH/LH)</u></p> <p>Steve informed the members present that both practices had now signed and submitted the application to merge for consideration by the CCG. This is a necessary formality to begin the process and either party may still withdraw at any stage.</p> <p>A meeting has taken place where all clinical and admin staff from both practices were introduced and given the opportunity to express their concerns regarding their future employment, job roles and security, work locations etc. The senior partners; Dr Browne and Dr Gogna gave a presentation on the Government's 5 year plan for general practice with the strengths and skill mixes in both practices being ideal for building a robust GP service in Morley.</p> <p>A communications and engagement plan will take place with a consultation period from June to November 2018. The plan was circulated to the members present. The consultation process is comprehensive and involves raising awareness by engaging with numerous groups eg. patients, staff, PPG's, neighbouring GP practices, LMC, Pharmacies, MP's etc.</p> <p>It is anticipated that a joint PPG meeting with FMC will take place in September and from then on the two PPG's will move forward as one. Date to be confirmed.</p> <p>Dr Holland re-assured the members that the merge is a huge undertaking and there has to be complete confidence from the Partners for it to proceed and most importantly be beneficial to both practice staff and patients.</p>	
6	<p><u>Focus for 2018 – one or two focus projects (suggestions/ideas from the group)</u></p> <p>All agreed to focus on recruiting new members onto the PPG and Steve will work on the poster idea put forward by Barbara at the last meeting.</p> <p>Barbara is keen to engage with Clare who runs the chair aerobics at the Church of the Nazarene.</p> <p>Members suggested that it would be beneficial to engage with Morley Elderly Action and Barbara agreed to call in and have a word with them.</p>	SH   BH
7	<p><u>Any other business</u></p> <p>Barbara raised the topic of the telephones and suggested that a call waiting notification would re-assure patients that they are in a queue to be answered. Steve explained that currently the cost is prohibitive but would be incorporated into a new telecoms system when it is installed.</p> <p>The installation of automatic doors at Windsor House Surgery and Shenstone House Surgery was suggested. Steve re-assured the members that this would be a consideration should there be any development funding available but priority has to be given to updating clinical areas to comply with current infection control conditions.</p>	

**Date and Time of Next Meeting**

**Tuesday** 4th September 2018 – 5.30PM to 7.00PM (Adwalton House Surgery)

**Tuesday** 27th November 2018 - 5.30PM to 7.00PM (Adwalton House Surgery)

**Tuesday** 19<sup>th</sup> February 2018 - 5.30PM to 7.00PM (Adwalton House Surgery)