



WINDSOR HOUSE GROUP PRACTICE
PATIENT PARTICIPATION GROUP
Tuesday 20/03/18
Adwalton House Surgery

Attended:	Paul Handley (Chair) Barbara Hope Grace Turner	Shirley Varley Alan Peters	Sharon Wears James Hill
Apologies:	Deborah Horrocks Denise Sykes Graham Hepworth Jean Roper	Doreen Whiting Philip Ramsden Ann Barrett Robert McDougall	John Walton Keith Brown Steve Horton
Practice Reps:	Jill Peel	Dr Holland	Debbie Gumbley
Minuted by:	Jill Peel		

Item		Action
1	Apologies See above	
2	Minutes of Previous Meeting / Matters Arising Minutes accepted as a true record.	
3	Matters Arising None to report	
4	<u>Leeds PPG Network Opportunities (PH)</u> Following on from the city wide PPG event last year the CCG are keen to develop a Leeds PPG Network group. Paul was unable to attend due to illness but intends to attend the second meeting on Tuesday 27 th March and asked for volunteers to join him. The members agreed it would be helpful if Steve could request the original information sent out by Adam along with the minutes of the first meeting for circulation.	SH
5	<u>Evaluation of our PPG quality using the "PPG Quality Indicator Checklist" (PH)</u> The group went through the above mentioned checklist and scoring / actions required where noted of the said document.	
6	<u>Winter Pressures (JP)</u> Jill updated the members on the difficulties the Practice has experienced over recent months with regard to winter pressures and the unfortunate accidents/illness involving two of the Partners along with the impact of	

	maternity leave and locum cover.	
	The members were satisfied that the practice has managed demand according to available resources.	
7	<u>Windsor House Group Practice – Forward Plan (LH)</u> Dr Holland briefed the members on the progress of the proposed merge with FMC. Foundation work is now complete regarding accounts and finances, properties, current staffing structures, roles, salaries etc. The members are now keen to engage with FMC PPG members and requested that Steve take this forward and arrange a joint meeting.	SH
8	<u>Contact Centre/Telephone System (JP)</u> Steve is currently looking at alternative providers to ensure that the equipment and available lines meet the needs of the practice and patients and is fit for purpose going forward in the most cost efficient way.	
9	<u>Flu Vaccinations Update (DG)</u> Debbie informed the members that due to the effort and enthusiasm of all WHGP team members there has been increased uptake of the flu vaccination in all areas.	
10	<u>Focus For 2018 (PH)</u> Paul asked all present to consider ideas for one or two projects that the PPG may take forward during 2018. Barbara suggested a poster campaign to encourage new PPG members and presented her ideas which will be passed onto Steve.	
11	Any Other Business <u>E-mails/Communication</u> Members present asked that any e-mails sent to the practice regarding PPG matters are acknowledged as received.	
12	Date and Time of Next Meeting Tuesday 12 th June 2018 – 5.30PM to 7PM (Adwalton House Surgery)	