

**Addingham Medical Centre
151A Main Street
Addingham
LS29 0LZ**

PATIENTS' PARTICIPATION GROUP

Minutes: Meeting of 20 May 2013 at 1900 hours

Present:	Dr Suleman	Gordon Campbell (Chair)
	Chris Acomb	Alan Davies
	Barbara Haigh	Roy Horn
	Anneli Littlejohn	Valerie Lomas (Secretary)
	Margaret Norris	Diana Wontner-Smith

1. Apologies:

Lizzie Lister Ann Bacon Judy Taylor

2. The Minutes of the meeting of 29 April were agreed.

3. Matters arising:

- The next Network meeting is to be 17 July. The venue was queried due to expense of using Heriots.

4. Gordon indicated that this was an interim meeting only, to discuss the previous week's Event and discuss if we are to do anything for the PPG National Awareness Week. There will be one more meeting (at which the Insurance item may be discussed) prior to summer, but no more events.

5. Review of Cancer Awareness Event

- It was felt that the whole evening had been very successful. The speakers were good but that too much technical information was given because of the format used by the first two speakers - it would have been better to put diagnosis and treatment in perspective. Feedback to be given to the speakers. It was felt that this possibly pre-set format would have been more suitable for other healthcare professionals. Linda's talk brought in the patients' perspective well and the palliative care talk by Karen was good.
- Margaret asked re future events if fliers could be given out with prescriptions to help with publicity. This was agreed.
- Gordon said we should be pleased with how the event had gone.

6. PPG Awareness Week, 1 – 8 June

- The resource pack was discussed.
- Gordon commented on the proliferation of PPGs in the area, with two in Ilkley and one in Burley-in-Wharfedale, together with our own. He felt that we should keep the Awareness Week in-house and target patients in our own Practice.
- Margaret added that it may be possible to get other PPGs to work with us. Gordon asked that we find out what other PPGs are doing. The suggestion list from the pack was then discussed.
- It was felt we had would not be able to organize anything outside the Practice – but we should use the display stand and fliers
- Gordon asked how many prescriptions were handled per week. Dr Suleman indicated that approximately six thousand items were prescribed per month, but this did not amount to the same number of prescriptions.

- Margaret and Lizzie are to set up the Stand for the week
- After discussion it was agreed that Margaret and Lizzie will produce a flier (to be photocopied) similar to the flier produced when the PPG first started, but that names and numbers will be omitted from the back. These will be handed out in the Pharmacy with prescriptions, to raise awareness of the PPG. Details of PPG members should then be available in the Medical Centre and on the website, which can be easily updated.
- Leaflets should also be made available on the Heartstart Stand at Addingham Gala on 13 July.
- Alan agreed to contact the Ilkley practices.

7. **A.O.B.**

- a) The Health Promotion Calendar (HealthcarePromotions.co.uk) for the second half of the year was discussed.
 - It was agreed to prepare a display and make literature available for World Arthritis Day on 12 October. A poster to be prepared and Arthritis organizations to be listed.
 - Diana asked if we were to have another Event later in the year and discussion centred on nutrition, exercise and health, with the possibility of eating disorders also being covered. It was agreed that the next Event will be held in Spring 2014.
- b) Chris said that the PPG slideshow has been re-done and is available for future events.
- c) Renewal of the Licence for the domain name of the website has been done by Gordon. Chris asked if we have information of how many hits the website had. Gordon will enquire of Rejuvenate.
- d) Chris asked if we had pursued the possibility of getting a school-aged person to join the PPG. It was confirmed that Lizzie was doing this and Margaret thought she knew of someone who may be interested. It was thought that someone hoping to study Medicine or Social Work would find it useful to have this experience to add to their University Admission form.

8. **Date of next meeting**

The next Network meeting is on 17 July, therefore the next PPG meeting will take place on Monday 22nd July 2013.