PPG Heathbridge chairs Meeting Minutes

Date: Tuesday 16/11/2022 at 09:30

Location: Heathbridge Practice, First floor Meeting room

Attendees:

PPG Chairs: Mrs. JJ & Mr. PL

PPG member, Minutes taker: MR AM

Heathbridge PPG coordinator: Mr. KP

Only an Audio device was used to record the meeting with permission from all attendees.

All attendees are agreed to share the minutes in Heathbridge Practice website.

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|  |  | Actions |
| 1 | Advertising Patient Participation Group secretary role.  Dear Patients and PPG members:  We now have a new opportunity for the voluntary role of secretary to the Patient Participation Group (PPG) at Heathbridge Practice.  We are in need of someone who is enthusiastic and passionate about helping their community.  Duties of the PPG secretary are as follows:  1. Participating in PPG meetings and activities on a regular basis  2. Taking meeting minutes  3. Preparing various documents, emails and agenda  4. you also need to have knowledge of and be comfortable to using IT (in particular emails and MS word).  If you’re interested to take our PPG secretary role, please write to us with a short statement about yourself and the reason why you would like to take on this voluntary role.  Please email us on:  [swlicb.primeppg@nhs.net](mailto:swlicb.primeppg@nhs.net)  The deadline for applying the role is Tuesday 22nd November 2022.  We look forward to hearing from you.  Yours faithfully,  Heathbridge Practice PPG chairs:  Mrs. Josephine Jones and Mr. Poh Lee | PPG Coordinator will email the information to patients and PPG Members this week. |
| 2 | PPG chairs welcome letter | PPG chairs will produce the letter in our next meeting |
| 3 | Next PPG meeting date : Wednesday 25 of January 2023, 6:30PM-7:30PM  This PPG meeting will be conducted via Microsoft Teams.  Kuan will be the moderator for the meeting.  Kuan will notify PPG chairs the number of the participants before the meeting.  The invitation for the meeting will be from swlccg.primeppg@nhs.net | KP will notify participants before the meeting and also remind participants of house rules for PPG meetings |
| 4 | Suggestions about how to engage younger generations and encourage participation in our PPG Meetings and activities.  These included involving social media in PPG notifications to attract younger generations. | Will discussed in more details in our next meeting |
| 5 | Discussion about the January 2023 PPG meeting Agenda   1. Consider the use of social media platforms to encourage younger generations’ participation. 2. Agreed all communications going to [swlccg.primeppg@nhs.net](mailto:swlccg.primeppg@nhs.net) then the PPG coordinator will pass on information to PPG Chairs. 3. GDPR and safeguarding concerns regarding communications. We need to protect everyone by directing all communication to the above email address. 4. PPG Chairs to consider providing reference letter for volunteers / PPG Members to help their future career progression as required. 5. Encourage patients to send feedback to us via email | Chairs will email information to MR AM for him to produce Agenda  KP will also email information to AM to add items in our next meeting Agenda. |
| 6 | PRIME PPG MEETING  Both PPG Chairs has agreed to share their contact details with other PPG Representatives in PRIME network. |  |
| 7 | Next PPG Chair meeting  Wednesday 30th November 2022 at 10:15 am. | KP will inform the reception team. |