**BEDWORTH HEALTH CENTRE (BHC) GP SURGERY**

***MINUTES OF PATIENT PARTICIPATION GROUP MEETING***

*Wednesday 20th July 2022 | 10.00am to 11.00am*

Main Hall, The Health Centre, High St., Bedworth, WARKS. CV12 8NQ

**Attendees**: Ross Chadwick (RC) – BHC IT & Project Lead (MINUTES); Sian Harmer (SH) – BHC Receptionist; Jean Whitehead (JW) – PPG Member; Enid Lacey – Chair of PPG; Lynn Carrington (LC) – PPG Member; Anne Wilks (AW) – PPG Member; Gaynor Tallis (GT) – PPG Member

**Apologies**: Elizabeth Gilbey (EG) – BHC Practice Manager; Christine Jackson (CJ) – PPG Member

**Agenda items**:

1. Approval of minutes of 20.06.22 meeting
2. Actions following last meeting (PPG promotion to recruit new members; PPG documentation (job descriptions))
3. Practice update (staffing changes)
4. PPG Project
5. Next meeting

**Minutes**:

1. RC suggested that the PPG take a new approach to approval of previous meeting minutes, to that of pre-pandemic. Rather than reviewing them during the meeting, as members would have sight of them well in advance of the meeting, there was an expectation that they would have reviewed them by the meeting, therefore they did not need to be reviewed line-by-line, they could simply be approved or amendments discussed. All members agreed. **Minutes of 20.06.22 meeting approved.**
2. RC provided all members with copies of PPG leaflet and website copy to be used to drive recruitment of new members, which he had updated since the last meeting, along with a PPG poster he had made that was on display in the surgery. RC requested that these were all reviewed by members between now and the next meeting and comments returned to him so that finalised copies could be approved at the next meeting. RC advised that EG had sought advice and unfortunately we are unable to formally advertise externally (i.e. in magazines, at community centres, via community apps (all as suggested by members at the last meeting)); informal, word-of-mouth, advertisement cannot be prevented although it would not be officially approved.

RC provided members with copies of the descriptions of the role of PPG Chair and Member he had sourced, as requested by members at the last meeting to aid with the recruitment of new members. RC requested that these were reviewed by members between now and the next meeting and comments returned to him so that finalised copies could be approved at the next meeting. RC also asked members to review the ‘role of Secretary’ document he provided, as he thought that this was a good reflection of the ‘meeting administration’ tasks that he carries out. RC asked that unless any members were forthcoming to take on the role of PPG Secretary, whether the group would consider appointing him as the Secretary formally. All agreed, therefore **RC appointed as Secretary on behalf of PPG**.

1. RC advised that further to the last meeting: **XX** would no longer be joining the surgery as a Receptionist; **Sue** has retired; following review of what was discussed at the last meeting, it had not been noted that it had not been mentioned that **Sandra** had left during the last two years; **Dr. Saad** will be leaving on 12th August.

RC explained the surgery currently had adverts for the Receptionist and GP positions on the ‘NHS Jobs’ website and asked that members who knew of anyone who may be suitable and interested in either of the vacancies, to be pointed in that direction. RC highlighted the difficulty in recruiting GPs in particular currently and that, given Dr. Hickson’s planned retirement in the Autumn, if we are unable to replace both him and Dr. Saad, the surgery will have a shortfall each week of 160 GP appointments to what is currently available.

1. RC discussed the future direction of the PPG and that, pre-pandemic, there was always a project they were working on. RC explained that one of the targets the surgery has to work towards, is based on the results of the National GP Patient Survey, aimed at reducing health inequalities amongst the practice’s population. However, the data set for this is not yet available, therefore to demonstrate a pro-active approach, EG wondered whether the PPG would consider a project to increase uptake of cytology (also known as smear tests) and child flu immunisations as the surgery did not meet its target for both of these during 2021-22. **Members agreed to do so**.

For child flu immunisations, members clarified eligibility criteria (patients between six months and four years old (but not in Reception class at school), along with patients aged between two and 17 with an underlying health condition)) and what the current process for advertisement of these was (RC and SH clarified that eligible patients are contacted via letter and phone inviting them to make an appointment). Members suggested a letter to local nurseries, a display in surgery highlighting the importance of vaccination, running weekend child flu immunisation clinics (LC suggested members could be on hand to help check patients in to assist with flow of patients) and whether flu vaccination could be administered at the same time as other child immunisations. Members queried whether the perceived increase in vaccination scepticism since the introduction of the COVID vaccination had contributed to parents not arranging for children to be immunised against flu. AW and JW agreed to do a display but requested some data surrounding uptake of vaccination (**Action:** RC to investigate members’ suggestions with EG and to provide AW and JW with data to assist with the display).

For cytology, members clarified what the current process for advertisement of these was (RC and SH clarified that eligible patients are contacted via letter and phone inviting them to make an appointment). Members suggested a GP smear clinic for those patients who would be more comfortable with a GP carrying out their smear, rather than a Nurse. Members asked whether it was (and if not, suggested it was) promoted in the Contraception clinics. Members suggested enclosing leaflets with the invite letters discussing the benefits of having a smear, the risks of not having one, and what to expect. AW and JW agreed to do a display in surgery but requested data surrounding demographics of those patients who have not had a smear despite being eligible. Members and RC agreed that the planned display for child immunisation should take precedence (**Action:** RC to investigate members’ suggestions with EG and to provide AW and JW with data to assist with the display).

1. RC agreed that next meeting could be in-person but with the intention of carrying out the following meeting virtually, as was discussed at the previous meeting. Majority of members had some experience of using Zoom, therefore it was agreed that this would be the platform used. RC offered to assist members in using Zoom before the meeting to ensure everyone was up and running and so that that meeting could go as smoothly as possible.

Next meeting: **Wednesday 24th August at 10.00am (Main Hall, BHC)**

CLOSE