**MINUTES OF THE SADDLEWORTH MEDICAL PRACTICE**

**PATIENT PARTICIPATION GROUP MEETING**

**HELD ON 14TH NOVEMBER, 2017 AT THE UPERMILL SURGERY**

**1. Apologies** were received from: Alma McInnes; Caroline Wallis (who has had to resign because of other heavy commitments); Alice Rae; Debbie Green and Tracy Jenkinson.

**2. Present:** Gillian Clarke; Rod Lawson; Eamon O’Daly; David Makin; Vicki Howard (representing the practice); Joyce Brown; Joanne Darke; Christine Wilson and Royce Franklin (Chair and minutes)

**3. Minutes of the meeting held on 19thSeptemebr, 2017** were accepted as a true record.

**4. Matters Arising: Fact Sheets** - The first one relating to self-care has been published. It is self-care week this week and copies of the excellent paper produced by Vicki are being distributed daily at both surgeries. It has also been distributed through Christine’s extensive e mail system. It was agreed the next sheet should relate to winter warmth. The item has also gone to press contacts.

**5. N.A.P.P. Issues** in addition to the largely monthly updates we receive from N.A.P.P. a system can be developed to ensure that group members receive all relevant information directly from N.A.P.P. Vicki in the midst of producing a way of acknowledging this. The October bulletin had been distributed. Amongst the comments were the use of online services which in our case is progressing.

**6. Issues relating to the Meetings with Carly Harper the N.H.S. Community Engagement Officer in Oldham** ( a) Presentation of the work of Saddleworth P.P.G. to the group representing P.P.Gs. Each group’s work was being presented on a rota basis. Royce had volunteered to present the Saddleworth work including the yearly plan and the newsletter. It seems to have been well-received. Saddleworth is one of the more-experienced groups**. (b)** Cluster Work is progressing but it is uncertain whether P.P.G.s will act as one group or whether they will still operate on the present practice basis. (c) Changes to urgent care in Oldham. Members present were given a paper which invited views on the new process during a discussion period which ends on 4.12.17 Points made by members present included: need for effective transport system; how it related to continuity of care (c) Query whether the pre-consultation period was extensive enough. Members were invited to reply individually . Request that any submission should be copied in to the chair who had explained he had tried to get Carly to come to this meeting but it was not possible.

**7. Vacancies on the P.P.G.** With the resignation of Caroline and Nicky we have 2 vacancies in the group. The Constitution is for 14 but that includes practice members. Agreed the vacancies could be advertised as widely as possible. Christine is an ex-officio member and Royce is to discuss Sue Palfrey’s role – if any – with Sue as soon as possible. A paper submitted by the Chair was accepted as appropriate. To be approved by the practice

**8.** .**2017 Plan** (a) **Friends and Family** Joan has agree to take on this work. No report since the last meeting. (b) **New Parents** New nurse in the practice Joanne Growcock should be able to help. (c) **Dementia** The main issue remains signage in the surgery Decision made that until we have our own house in order with this the Parish Council will not be briefed what is required. (d) **Extended Use Delph Surgery** Rod feels it is being used more. He is arranging for the opening hours to be displayed on the –remises. View it could look more inviting to patients. Check needed about the view of members of the Health and Well being group at their meeting tomorrow. (e) **Abbreviations** N.A.P.P. have produced a comprehensive list. To be examined next time. (f**) Photographs** Not up to date. Decision that we should dispense with. (g) **Use of Local Link** hair said it was an omission on his part that the loneliness factor was not included in the 2017 plan. The group had accepted a definition at meeting earlier this year. Changes in local Link services were still being examined.

9. **Carer’ Group** Still functioning at a most satisfactory level. Copy of Constituion needed for grant application. Party on

**10. Dates of 2017meetings** Tuesday is the preferred date. Chair to send round provisional dates.

**Note sent out indicating next meetings are: 16.1.17; 20.3.;17 and 22.5.17 all at 1 p.m.. Please let me know if inconvenient.**