***Lakeside Medical Centre***

***Patient Participation Group***

**Minutes of Meeting Held on 14th April 2015**

**16.30 Perton Library**

**Present:** Marie Wright (Practice Manager)

 Terry Birch

 Jane Oakley

 Jan Playford

 Chris Parry

 Barbara Boxley

 Mick Lindenbergh

 Hannah Charman

 Simon Taylor

1. **Apologies:** None received

**2 Minutes of Previous Meeting**

Minutes were read and approved by the group.

**3 Matters Arising**

No matters arising from minutes of previous meeting

1. Members review

The group were asked for ways in which we could expand the member ship of the group. Discussions around what individuals expect from the group and maybe they are nervous to attend as they are unsure of what happens at the meetings. Ideas suggested to re-advertise the group in practice and via the website. A coffee session could be held for individuals who are keen to join the group to attend before committing to the group. The group were also keen to expand the ‘virtual group’. We could encourage patients to contribute towards the group via the practice website or verbal input and information can be fed back the same way.

**Action: LMC to re-advertise PPG in waiting area and via website.**

**PPG members to communicate with friends/neighbours to encourage membership**

1. **PPG Annual report**

Report is available via the practice website. Overview of the PPG and outcomes of key areas were discussed.

1. **New plans for improvement**

The group were asked to identify new areas that the group can work towards improving over the next year. All 3 areas from last year have been achieved (DNA’s to be reviewed in a few months to gauge impact of letter sent to patients). The group held a quick ideas session and the following ideas were raised as Action plan priority areas for the next year:

* Cancer Services
* Diabetes – Healthy Eating
* Premises – redecoration/improvements to facilities
* Access to other groups – for Lakeside patients to work with other PPG towards common areas to achieve goals

All group members were asked to think about any other areas for action and feedback at next meeting.

The group also discussed events at the District PPG as they felt there was very little feedback. Group were unsure who our district representative is.

**Action: Marie Wright to enquire about District PPG and feedback for the practice**

**All groups members to bring ideas to next meeting of areas of improvement**

1. **Any Other Business**

**Carers Week** – Marie informed the group that the practice along with South Staffs Council will be hosting an event for Carers week in June. The event will be aimed at patients from the practice and neighbouring practices who are carers and cared for. The event will provide Carers and the cared for access to groups who can support them for example Carers Association, Age UK, Compton Hospice. We will also be holding drop in sessions hosted by various groups or individuals for 30-45 minute sessions that can help for example, Yoga, Herbalist, Social Services. We are awaiting confirmation of dates and if any members would like to help the project please let Marie know via telephone or email.

**Dementia Awareness** – Marie has asked for the project host from the CCG to attend our next meeting to discuss with all members. This will allow her to deliver the projects aims and objectives and for a question and answer session (We will devote most of the agenda to this).

**Date and Time of next meeting**: Tuesday 26th Mat 2015 at 5.00pm at Perton Library.