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| **PPG Minutes** | | |
| **Meeting Date** | 14th May 2018 | |
| **Present** | J Green, S Otty, R Aubrey, A Nation, R Walker, I Skidmore, D Crossley | |
| **Apologies** | H Jiggens, L Boon, J Jacklin  A Trotter has resigned (pressure of his Scouting commitments) He will remain a member of the vPPG. | |
| **Agenda Item** | **Notes** | **Action** |
| **Minutes** | Minutes of the meeting of 12th march approved |  |
| **Matters Arising**  **Extended hours**  **Healthwatch Herts.**  **Patient Referral**  **NAPP group of 100** | According to the PCG this has gone smoothly. DC noted that most uptake is from one practice. One of the barriers appears to be the need to agree that records be available to the staff on duty.  IS has now joined and will be able to report back and forward, they are aware that I am a member of a PPG.  GPs now have explanatory leaflets to help if patients need them.  **Post meeting note:** Mrs Gillman-Smith now has had feedback on the survey she completed on our behalf and it has been circulated. She will be attending the NAPP annual conference. She has been invited to our next meeting |  |
| **Magazine Articles** | The May article is on Sun Protection. June 11-17th is Carers week, July/August will focus on Healthwalks. September on Shingles and Flu (there will only be one walk-in day for flu vaccinations 22nd September). | SO |
| **Communication methods** | The Practice uses Mjog as an appointments reminder. This is a two way messaging system that can be used to ask questions with yes/no or simple answers. It will be trialled with the vPPG.  The PPG will expand its use of the Practice website.  IS will present the PPG at the annual Parish Meeting | DC/SO  IS |
| **CCG Public Engagement Strategy** | A draft was reviewed at the PCG (SO and JG attended and have given feedback) and will be going to the Board for approval this month It will then be put into action as a 5 year plan. As soon as it is public it will be sent to PPG members and can be used to help us interact with the CCG and the Practice. | IS |
| **Practice Report to CCG on PPG interactions and plans** | DC reviewed this with us, items for inclusion were discussed and a draft of the report will be circulated for comment. PPG will see the final version before it is submitted (end of June deadline). **Post meeting note:** draft has been circulated. | DC/All |
| **Membership** | We have now lost 4 members and need to strengthen our numbers. We must think about replacements. We lack young people (problem with meeting time?) The demographics of the Practice list makes identification of ethnic minority members difficult.  DC will send invite to all vPPG to ask if they wish to join the PPG.  The need for members will also be put on the PPG section of the Practice Website and in the June or July magazine article | All  DC  DC  SO |
| **Street market** | This is on 16th June, we have a site booked and IS will provide tables and a parasol. (also SO?)  We will repeat the successful quiz this year with some new questions, with a prize. Information leaflets will also be provided.  We need a list of people who will be able to staff the table and run the quiz. | IS/SO  AN  IS  All |
| **Any other business** | **Post meeting note** Representatives of the Abdominal Aortic Aneurysm group will make a presentation at the July meeting and provide leaflets for the market |  |
| **Date of next meeting** | 16th July same time and venue |  |