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| **Committee Meeting Minutes** |
| **Present** | Anne Michelson (AM), Linda Griffiths (LG), George Rogers (GR), Christine Morgan (CM), Rebecca Dean (RD)  |
| **Apologies** |  |
| **Date** | Tuesday 24 May 2016 | **Time** | 10.00 – 11.30am |
| **Location** | Heald Green Health Centre |
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| **Item**  |
| 1 | **Welcome and apologies** Everyone welcomed to the meeting. RD only able to stay for limited time so agreed to move straight to Item 5- Future planning & development - on the Agenda after approving the minutes. |
| **2** | **Minutes of Committee meeting 8 March 2016*** The minutes of the March meeting were agreed as a true record
* **Matters arising –**mainly onthe Agenda - but CM informed the committee that the PPG had been unable to attend the Societies event at the Village Hall as previously Stephen Lord had volunteered to attend but had then stood down from the committee and no one else was available that day,
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| **3** | **Item 5** * Update on readiness of practices for offering online access to records

CM has seen on the website the recent addition of a form/Patient information leaflet to fill in to gain online access to records so asked RD if this was now fully operational as had understood that the GPs wanted to try this out with a small group of patients from the PPG after getting support to enable this following meeting in January 2016.As encouraging online access to records, test, prescription renewals and booking appointments was one of the key aims of the PGG this year the committee are keen to talk with Dr Owen and Dr Wright to plan this promotion and any support that might be needed.GR asked if EMIS could be contacted to see if they could enable reminders for prescription renewals to be set up as was available on the previous platform.**Action:** RD to check re EMIS was unaware of this leaflet or how ready both practices were so would make enquiries.**Action:** CM to follow up GR’s point re EMIS with Patient Online team and to contact both GP partners to book a meeting with the committee to discuss this and plan for the other objectives for the year.**Review of PPG/AGM Meeting –** 5 May 2016* Those who were present at the meeting on 5 May agreed that Alf was surprised and pleased with the gifts of a radio and rose bush from Dr Owen & partners and the cake that RD baked. He was also pleased to receive the £100 of John Lewis Vouchers and bottles of specialty beer from PPG members. Alf had served in different roles as Chair and committee member for over 25 years on the PPG working to support both practices and to ensure that the new Health centre building went ahead. His work was much appreciated and everyone wished him well.
* Members had found the talk by Nick Dixon on developing healthy communities interesting and looked forward to seeing how that would look in practice in Heald Green.
* LG commented that posters for the Mosque had to be submitted a long way in advance to go through their approval process.
* **Action:** CM confirmed that she would email the Review of the year report to RD to be put on the website along with minutes of the AGM. It was noted that Stephen Lord did not feel able to continue as a committee member at this time but would still support the PPG meetings. Recruiting members to the PPG and to the committee is an ongoing issue and one of the aims of the 2016/17 year ahead.
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| **4** | **PPG development**These are the objectives described in brief at the AGM on 5 May and in the Annual report.Aim 1 was discussed while RD was in attendance and all 3 will be part of the Agenda for the proposed planning meeting with both partners and committee members as we need to work together to achieve them.**Objectives and focus in 2016/17**1. Promoting and enabling more patients to take advantage of patient online access to their records, make appointments and renew prescriptions online;
2. Use of the ‘Health Pledge’ Initiative to promote best quality of life through:
* Work with practices, local neighbourhood and CCG/Stockport Together and Healthy Stockport;

3. Find ways to increase the diversity of people involved with the PPG and gain views from a wider representation of the patient population. |
| **5** | **Future planning & developments**If the same pattern of meetings was followed dates for 2016/17 are as below.Depending on the outcomes of the meeting with both GP partners ideas for topics for meetings include:September 2016 – invite Ingrid Brindle from Thornley Green to talk about what online access to records has meant to her in the management of her Long Term Conditions (LTCs). AM also suggested that a practical demonstration of how to access this and other things via the website might be useful too. CM mentioned that we could have support from young people at Parrs Wood school too and if needed practical drop in sessions could be an option.Presentations of how people manage LTCs was another option offered by RD about Crohn’s disease and maybe another member of staff too.2016/17 PPG meetings* Thursday 1 September
* Thursday 6 October – Dr Wright
* Thursday 1 December
* Thursday 2 February – Dr Owen
* Thursday 2 March
* Thursday 4 May
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| **6.** | **Communications** * Access to use of texts, emails of registered patients for information, reminders and for surveys is yet to be known and will add to the Agenda with the GP partners.
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| **7.** | **Any Other Business**There was no other business. |
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| **Date and time of the next Committee meeting** |
| **Date** | TBC with GP partners  | **Time** | TBC |
| **Venue** | Heald Green Health Centre |