**HOLLAND HOUSE PATIENT PARTICIPATION GROUP (PPG)**

**MINUTES**

Tuesday, 5th September, 2023

**In attendance:**

Karen Donley (PPG member - Chairperson)

Helen Flint (Deputy Practice Manager)

Robbie Jones (PPG member)

Dr K Keenes (Partner)

Brenda Kipling (PPG member)

Janet Robinson (PPG member)

Elaine Townsend (PPG member - Minute taker) - part meeting)

Barbara Weston (PPG member)

Dee Whalley (Reception Manager)

Norma Whalley (PPG member)

Apologies: Yvonne Hocken (PPG member)

1. **Welcome and Introduction**

Karen welcomed everyone to the meeting, and said a special welcome to the two new members, Brenda Kipling and Norma Whalley. It was noted that Yvonne Hocken had given her apologies to the meeting.

1. **Declarations of interest** – it was noted that there were no declarations of interest.
2. **Michelle Ashton (PCN Manager)** was invited to address the group and speak about the “PCN footprint”). Michelle explained the background to the PCN, the skills they recruit and deploy into GP Practices eg Physician Associates, Social Prescribers and they also have a Care Home team. She also explained the strategic work which takes place. A discussion took place around how PPGs can help the PCNs.
3. **Minutes of previous meeting** – due to the low attendance and therefore not a quorum, it was decided that the previous meeting was “informal” and therefore no minutes were taken.
4. **Practice update** – Helen gave a general update on staff changes taken place, future changes … and
   1. Flu clinic support – the flu vaccinations will take place over one weekend, 30th September and 1st October and PPG support on those days were confirmed
   2. Medical students – in the past the PPG have supported and played a key role in the development plan for medical students. Barbara Weston and Robbie Jones confirmed they will support this again and will liaise directly with Helen. It was also applauded that Holland House has received a GOLD award on medical training!
   3. PPG members meeting the Holland House team – due to changes in the Holland House team, PPG members will meet with the team to strengthen the link and understand the roles not just of the HH team but also of the role of the PPG
   4. Video Group Consultations – Helen gave an update of the current status of the survey which led to a discussion on canvassing views of patients on group video sessions to be offered to certain groups. It was decided that maybe canvassing all patients during one week will provide valuable information on area such as the timings of such video sessions. PPG confirmed their support to this.
   5. PPG Network Meeting – Karen gave an update of the highlights from the last meeting. The Meeting is re-establishing following the transition from the Clinical Commissioning Group (CCG)to the Integrated Care Board. The PPG Network meeting will now be Chaired by Gemma Jackson PPG Chairperson from Thornton, whereas previously it was chaired by a member of the CCG.
5. **Any Other Business** – no items were put forward.
6. **Dates of next meetings**
   1. Thursday, 5th October at 1430hrs
   2. Thursday, 7th December at 1430hrs