

PPG Meeting Minutes – 3rd July 2024

Attendees: Nigel Davis (PPG Chair), Celia Marker, Gill Foott (Community Engagement Officer, NHS Dorset), Julie Saunders ((Digital and Data Care Coordinator, Crane Valley PCN), Catherine Jones (Operations Manager), Sophie Flexman (Practice Managers Assistant, Minute taker)

Apologies: Eric Cronwright, Malgorzata Cronwright, Jim Riley

1. Introductions.

Action- CJ to contact Jim and ask permission for ND to contact him.

2. Approval of the Minutes of the meeting held on 29 May 2024.

No queries with minutes, uploaded to website.

**3. CVD prevent – event happening on 10th August run by Fatima (PCN Pharmacist).
Would the PPG be interested in taking part?**

Action- CJ to speak with Fatima when she is back from annual leave to confirm dates + times.

4. Update from the practice on the Action points from the previous meeting.

Social Prescriber Kate will try and attend the next meeting.

Action- SF to export Friends + Family Test results + comments and present to next PPG meeting.

Action- CM to review PPG web page on the Practice website and bring thoughts to the next meeting.

5. Celia to show PPG promotional letter.

Celia presented her PPG promotion strategy to try and attract more group members. Showed a letter about the PPG which she hopes clinicians can give out to patients who may be interested in the PPG. Can add the letter to the waiting room PPG noticeboards with a QR code to link to the PPG web page.

JS mentioned calling CM's letter a 'Letter from our PPG', a GP could do a promotional video to add to the waiting room slideshow, Andy Saunders and CM can write a script.

Action- CM to send draft letter and strategy plan to ND and SF

6. Discuss PPG Awareness and Interest Survey, send and collate.

Part of Celia's PPG promotion strategy, JS can create a digital awareness survey + QR codes on PPG posters to link over to the awareness survey.

Discussed promoting the PPG on local community Facebook groups, definitely a possibility.

7. Discuss and update the Action Plan.

Action- SF to update action plan with new logo, move closed actions to the bottom of the page, send a blank copy to ND to update.

Action- ND to take control of action plan and update.

8. AOB

Leaflets for PPG promotion- would the Practice be able to pay for any professional leaflets and posters to hand out at flu clinics.

Discussed the costs for the Practice, ND has a coloured printer which he has offered to print off posters etc from.

GF showed a leaflet from another local practice with the NHS Dorset PPG logo on. CM suggested we write an article for a community magazine, and maybe contact a local radio station to do an interview to promote the PPG.

Action- CM to write a draft article and present to a future meeting.

Updates from Julie Saunders- CVD Prevent update (cardiovascular disease).

Text invites have gone out to promote the BP at Home app, linking in with the CVD prevent programme.

Reminder re the PPG gmail account- make sure CM and ND are viewing emails and responding accordingly.

From 1st Sept, patients aged 75+ will be offered an RSV vaccine (Respiratory syncytial virus), this will be available from Pharmacies and GP surgeries, in addition to Covid and Flu vaccines.

Future meeting dates-

-Weds 14th August 12pm

-Weds 25th September 12pm

-Weds 6th November 12pm