

Joint Patient Participation Group

Albany, Brentford Group and Brentford Family GP Practices

Patient Participation Group Meeting Minutes

3 June 2019 6.30pm

at Brentford Health Centre

	Agenda Items	Action
1.	<p>Welcome</p> <p>Attendance: GPs: Apologies from all</p> <p>Practice Staff: Linda Clubb (Practice Manager, Brentford Group)</p> <p>Patients/guests: BI, PF</p>	

2.	<p>Apologies Dr R Baxter (Albany) Loretta Fernandes, Practice Manager (Brentford Family) Marsene Walker, Receptionist (Brentford Group) MS (Patient) Dr J Chalmers-Watson (Brentford Group) Raj Bhamm (Business Manager of the Health Centre)</p>	
3.	<p>Agree Previous Minutes and Actions</p> <p>Agreed</p> <p>Actions still in progress - see right side column —></p>	<ul style="list-style-type: none"> - Raj checking with all receptionists re new patient sign up sheets (including option to join PPG) and whether the same version is being used across all practices. - Raj to let PPG know dates/themes for 2 more awareness days (1 every 3 months) for the rest of the year that the practices would like to promote. Suggested themes: Mental Health and Elderly. - AJ - following up with St Paul's, St Faith's and Baptists about representation on the PPG. - Raj following up with all practices' receptionists, to book smears and all usual checks with the hub nurse if practices have no appointments with their own nurses, and book appointments after 3pm on Saturday.

4. **Matters Arising**

1. Review of Respiratory Awareness Day

Respiratory Health Awareness Day: Saturday 11 May, 10am - 2pm, at Brentford Health Centre.

Overall successful day with three packed out talks and representation from Smoking Cessation and OneYou Hounslow who operated lung-age testing. The pharmacist was also on hand to offer advice on inhaler techniques which proved to be very popular. Hounslow COPD group had five new members join as a result of the session, and the PPG received around 3-4 new members and around 14 signing up for information about PPG-led events, health information and talks. Lessons for next time were mainly around better communication between the PPG and the rest of the practices, including briefing of practice staff working there on the day; communications and signposting; improving the sign-up sheet practice, and improve communications and coordination to ensure all details of the preparation are taken care of. Our sign up sheets showed that most of the visitors found out about the event via text message; about 20-30% were Thornbury practice patients.

2. Next steps/future activities

- Need to agree cost and funding sources. One possible source: Brentford Project.
- Next awareness day: mental health awareness, Saturday 17 October, could include:
 - Talk from a Doctor on mental health services available to patients and how to support yourself
 - Advice/guidance booths with volunteers from Mind and local organisations

Representation from OneYou Hounslow and Frazzle Felina

- **BI to put together costing template for a future event**
- **PF to speak to the Brentford Project - DONE - now need to agree funding needed**
- **BI to speak to former PPG Chair SW regarding meditation session/talk at the awareness day - DONE AND CONFIRMED**
- **PPG members to agree on next awareness day date and content**

5.	2. Patient Member Comments 1. Suggestions on funding for awareness days, as outlined above.	
6.	GP Practice Comments N/A	
8.	Any other Business N/A	
9.	Next Meeting Monday 15 July, 630pm-730pm Venue: Committee Room - Brentford Health Centre Boston Manor Rd, Brentford TW8 8DS Close	