**Minutes of the meeting of the Wootton Medical Centre (WMC)**

**Patient Participation Group (PPG)**

Held at 34 High Street, Wootton on Tuesday 15 October 2024 at 1230

**Present:**

Patient representatives: Phil Jones (Chair), Keith Fossey, Jean Penny, Kevin Perryman and Gill White.

WMC representative: Jude Michie and Lisa Maratta

PJ welcomed Gill and Lisa to the meeting and reported that James Wyatt could no longer be a member of the PPG due to a change in his working arrangements. He also thanked JP for hosting the meeting.

1. **Minutes of meeting held on 30 July 2024**

The minutes were agreed as an accurate record and signed by PJ. It was also agreed that, in future, draft minutes would be sent to PPG members within a day or so of the meeting and once they were happy with the content, a set of the minutes would be displayed on the notice board in the WMC waiting area.

**Action:** KF to prepare minutes and JM to arrange display once agreed by PPG members

**Action:** JM to pass confidentiality document to GW for signature

Matters arising:

PJ reported the receipt of £100 towards meeting costs and that he had opened a Nat West account to manage the income and expenditure of the PPG. The group would need a treasurer, and he also mentioned that he was in discussion with representatives of the Parish Council and the Memorial Hall about future meeting arrangements.

1. **Practice information**

LM brought the meeting up to date on a number of issues relating to WMC including:-

* Improvements at WMC during the past 12 months
* That there are now 7900 patients registered at WMC and new patients from the area have to be accepted until WMC feels it can no longer operate safely.
* There are now 4 ways that patients can access treatment and, as a last resort, they can go to a walk in Centre in Corby or MK.
* That the Practice is having an in depth look at the way that accommodation is used in order to ensure optimal use. She confirmed that, at present, it would not be appropriate for the PPG to approach the Integrated Care Board on behalf of patients.

1. **Future work of the PPG**

Having regard to the views of the staff and the 5 items listed in the Terms of Reference, the meeting agreed to the following:-

1. The PPG needed to be guided by WMC about the key campaigns or processes where the PPG could help with promotion.

**Action:** JM to send to PJ the calendar of NHS campaigns and copies of posters etc with an indication of those where WMC would appreciate assistance in raising awareness.

1. That the PPG would need to be creative in terms of how it communicates with patients having regard to age groups etc. The possibility of having a PPG table near the entrance to the Community Centre from time to time was discussed.

**Action:** PJ to raise with the Parish Council

1. A set of standard questions for the PPG to ask patients in order to obtain feedback would be put together.

**Action:** JM to send to PJ the first draft of questions from the WMC perspective and also send to KF the list of community groups that she holds so that the PPG might target groups with campaigns.

**Action:** KF will update the list of community groups on behalf of the PPG

1. Article for the Wootton magazine

**Action:** KF would “interview” PJ about the PPG for an article in the Wootton magazine to raise awareness of the group and its role. It would seek more members of the PPG as well as seeking support to develop the PPG social media presence.

1. Learning

**Action**: JM mentioned the possibility of learning from a successful PPG at Denton and will ask that PPG if they would be happy to share success stories with the WMC PPG.

1. **Next Meeting**

To be held at 1230 on Tuesday 14 January 2025 at a venue to be confirmed by PJ.

In closing the meeting PJ, on behalf of the group, thanked JM for her help in resetting the PPG and offered best wishes for the future when she starts her maternity leave in December.