


1st Draft of Minutes of the PPG Meeting held on: Monday 7th April 2025

AGENDA ITEM NUMBER	ITEM TITLE AND SUMMARY	ACTION POINTS REQUIRED AND BY WHOM
1.	<p>Open and Welcome – Chair – J.D.</p> <p>14:05 Chair opened the meeting thanking members for their attendance.</p> <p>Chair One member short to be quorate. The members present agreed that they were happy for the meeting to continue.</p>	
2.	<p>Notification of any Guest Speakers or Visitors – Secretary – S.H.</p> <p>There are no guest speakers nor visitors to the meeting.</p>	
3.	<p>Attendees, Apologies for absence and Notified AOB – Secretary – S.H.</p> <p>Attendees – B.B - J.D. - S.H. - C.L. - P.L. (5)</p> <p>Apologies for absence: D.B. - W.B. - Y.G. – A.J. – W.J.R. (5 members)</p> <p>D.N.A :- R.J. (1 member)</p> <p>5 Virtual members did not send an email or make contact</p>	
4.	<p>Minutes of PPG Meeting held on: 3rd February 2025 Chair – J.D.</p> <p>All members had been issued with a first draft of the minutes by email and, having asked members if they had read through the minutes for any errors or omissions.</p> <p>Accepted by all 4 members present, who had also attended the meeting on 3rd February 2025.</p> <p>None against. No abstentions.</p>	
5.	<p>Matters Arisings – Chair – J.D.</p> <p>Item 5</p> <p>Actioned</p> <p>Item 11</p> <p>Chair contacted I.C.B.</p> <p>P.A.L.S. replied. They are taking action and will report back.</p> <p>Item 14</p> <p>Decided to add to agenda for the August meeting</p> <p>Item 15</p> <p>1- A.J. contacted and done</p> <p>2- This point is on todays agenda</p>	Secretary to add to August meeting agenda.
6.	<p>Finance Report – Treasurer – Y.G.</p> <p>Treasurer not present at meeting.</p> <p>Chair reported bank balance still £869.03.</p> <p>Chair has £2.70 from book sales to give to Treasurer.</p>	
7.	<p>Membership Update – Membership Secretary - A.J.</p> <p>Membership Secretary not present.</p>	

8.	<p>Communications Monitor Report – W.J.R.</p> <p>W.J.R not present.</p>	
9.	<p>Website Update – Practice Representative</p> <p>C.L. - New screen in waiting room. Larger than the previous model.</p>	
10.	<p>Notice Board – Practice Team</p> <p>C.L. – Practice team still happy to keep undated. Some new items added.</p>	
11.	<p>GHCCG/PRGN/FFT – Chair – J.D.</p> <p>No one able to attend MS Teams meeting on Friday 11th April.</p>	
12.	<p>Practice Information/Update – Practice Operations Manager – C.L.</p> <p>Dr Ahmed will be taking up new responsibilities at Tolson PCN. He will be reducing his sessions.</p> <p>Dr Khalid reducing sessions from 7 to 6.</p> <p>Looking for a salaried GP to take on several sessions. Hoping to be able to employ a female GP if possible.</p> <p>No update on progress with premises.</p> <p>New reception staff settling in. One receptionist will be going on maternity leave shortly.</p> <p>Joint Flu and Covid clinic in the Autumn hopefully. Covid clinic will depend on decisions made by external agencies.</p>	
13.	<p>Correspondence – Secretary – S.H.</p> <p>No correspondence received.</p>	
14.	<p>Fund Raising – Chair – J.D.</p> <p>Look to do some fund raising at the Flu Clinics</p>	Secretary to add to August Agenda
15.	<p>Notified AOB Items/AOB – Chair – J.D.</p> <p>Agenda (Chair)</p> <p>Item 14 Communications Secretary/Practice Representative, hasn't been removed from the agenda.</p> <p>Complaints Procedure (Chair)</p> <p>To be aware of confidentiality when something is raised at the PPG. When a complaint has been dealt with by the Practice it shouldn't subsequently be raised at a PPG meeting as this risks compromising client and practice confidentiality, and raises a conflict of interest.</p> <p>Cancer Care Reviews (West Yorkshire and Harrogate Cancer Alliance (WYHCA)) – Secretary</p> <p>SH handed out some leaflets produced by the WYHCA for a campaign to promote cancer care reviews/holistic needs assessments which he understood had been distributed to primary and secondary care organisations which include GP surgeries. CL said she had never seen the leaflet and to the best of her knowledge none had been received by the Waterloo Practice. Notwithstanding the practice had a procedure in place to carry out cancer care reviews twelve months after a practice patient had been given a cancer diagnosis. SH said he would feed back to WYHCA that the practice had not received information about this campaign.</p>	<p>Secretary to action</p> <p>SH to report any further feedback from WYHCA.</p>

16.	Date of next meeting – Chair – J.D. 2 nd June 2025. 2 p.m. 4 th August 2025 2 p.m. 6 th October 2025 2 p.m. Annual General meeting	
17.	Meeting closure – Chair – J.D. Chair thanked everyone for their attendance and input to the meeting. Meeting closed at 15:10.	



West Yorkshire and Harrogate Cancer Alliance

MACMILLAN CANCER SUPPORT

NHS

As someone diagnosed with cancer you are entitled to a **Cancer Care Review** and a **Holistic Needs Assessment**