

Minutes for **Joint** PPG/PCN meeting  
Tuesday 9<sup>th</sup> April 2024 6:00pm  
Northway Surgery

**1. Present**

Ella Thompson, Cicely Thomas, Anne Whitham, Russell Gardner, Jodie Jones, Julie Austin, David Gill, Peter Norton, Harvey Woolf, Ian Campbell, Joy Powell, Christine Bate, Karen Evans, Pamela Dugmore

**Apologies**

Margaret Davies, Rosemary Bennett, Timothy Jevons, Lesley Flavell, Anne Wakefield, Karlene Watson

Minutes taken by Ashleigh Dodd

**2. Introduction/Minutes from previous meeting (16<sup>th</sup> Jan 24)**

Anne thanked everyone for attending the meeting. All members introduced themselves and the surgery/organisation they had come to represent.

Apologies noted.

Everyone happy with minutes from the last meeting. Following actions from last meeting discussed:

<b>DATE OF MEETING</b>	<b>ACTION</b>	<b>STATUS</b>
16.1.24	CT asked the staff what they actually want from the PCN/PPG. Members to send any ideas they may have to Ella.	PENDING – Ella did not receive anything
16.1.24	Ella to send Ian's email to members so he can collect contributions to enable him to assemble the newsletter ready for the next meeting to gather feedback.	PENDING– Ian received a couple of contributions but would appreciate more.

**3. Speaker – Julie Austin – Community Developmental Worker**

Anne welcomed and thanked Julie for attending the meeting. Julie introduced herself and explained her job role, which is Community Development Worker, Healthy Communities & Wellbeing within the Dudley Council. Her team works with the community in Dudley North and her job entails signposting, giving advice, helps to put ideas into action & improves the public wellbeing by listening and helping to develop plans. She helps to make connections between different organisations to ensure the community is signposted to the most suitable resource/service they need. Her job role is extremely important as she helps to link the community together.

Julie then went on to answer a number of questions such as how her success is monitored, to which she answered case studies are done and everything her team has achieved is documented.

Contact details for Julie – [julie.austin@dudley.gov.uk](mailto:julie.austin@dudley.gov.uk) or 07870361418

#### **4. Newsletter – Ian Campbell**

Ian circulated the Ridgeways newsletter and the sample PCN PPG newsletter. He welcomed everyone's thoughts about what they would like adding to the newsletter. Everyone was overall very happy with the draft.

It was suggested the following is added/amended:

- Details about any events that may be coming up.
- Cohorts for Covid Spring Boosters.
- Details regarding PCN staff member's job titles as it is a PCN newsletter.
- Information about how to join the PPG to be added.
- The process of booking an extended hours appointment.
- Speakers information to be cut down.

Ian will try to get the newsletter out before the end of May. He would appreciate anymore contributions.

#### **5. Discussion on future speakers**

- Helen O'Donnell – Health Aging Team
- Dr Girish Narasimhan – Clinical Director of PCN (Ella will enquire)
- Georgia Webb – Coseley Family Hub
- Lauren Mapp – Dudley Council for Voluntary Service
- Deb Attwood – Listening & Signposting Officer, Dudley Health Watch)
- A member of staff from another practice to explain their role.
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Pippa Boulton (ICB Manager) & Hitesh Patel will be attending the next meeting.

#### **6. Short verbal report from practices on PPG activity**

**Northway** – They have meetings in-between PCN meetings. They have half a dozen members. Dr Hughes sometimes attends. Many interesting topics discussed such as practice data and how the practice is generally doing. 2 newsletters have been produced so far which can be found on practice website along with minutes for the meeting.

**Ridgeway** – They have meetings every other month. They have speakers attend (Pippa Boulton & Paul Astley was at the last meeting). Patient surveys/friends & family/surgery report/staff changes are usually discussed. Minutes & newsletters are on the website.

**Lower Gornal** – They have 4 meetings a year. Russell & Vicky chair the meetings. Their numbers have increased recently, now have 8-10 members.

**The Greens** – Nothing to report

**Coseley** – Peter updated the group. 2 members attended the last meeting. Not very proactive. Website is updated regularly.

**Woodsetton** – No PPG. ?find out what is happening

**Castle Meadows** –Jodie Practice Manager recently restarted PPG. The plan is to have 4 a year and currently working on recruiting.

**Bath Street** – very proactive – meet every 8 weeks. Jean is the main point of contact.

### **7. Purpose of PPG's and the PCN**

Everyone agreed the importance of gathering ideas from staff about what they actually want from PPG members. Anything that is fed back to practice managers needs to be communicated and discussed in PPG meetings. Communication is key.

### **8. Timing of future PCN meetings**

Meeting on 2<sup>nd</sup> July to be changed to **6pm**. Everyone happy with other times.

### **9. AOB**

Nothing to discuss.

### **Important future date for PCN PPG joint meetings at The Northway:**

- 2<sup>nd</sup> July – 6.00pm
- 1<sup>st</sup> October – 1.30pm
- 7<sup>th</sup> January 2025 – 1.30pm