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PICTON MEDICAL CENTRE

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MINUTES OF MEETING

Name of Meeting:	PPG/ Meeting for Recruiting Practice Health Champions		
Chair:	Babra Mushtaq/ Uzma Irum		
Minute Taker:	Babra Mushtaq		
Date of Meeting:	19/09/19	Time of Meeting:	10:30am
Meeting Purpose:	<ul style="list-style-type: none">• To increase development to PPG.• Promote self-care.• Improve access and demand.• Improve on line foot print.		
Meeting Room/Site:	Picton WBG		

1. Attendees		
Name	Position	Notes
Uzma Irum	Patient engagement lead	
Babra Mushtaq	Service Manager	
3 female and 1 male attendees from PPG and champions today		
2. Apologies		
AMM		

3. Minutes of Previous Meeting/Update on Actions from Previous Meeting	Action	Due Date
<p>1. Previous minutes were discussed from the meeting on 1st August 2019 and these will be added to the practice website once all in agreeance. Action points carried forward:</p> <p>Mr S mentioned a council website called Diva, which signposts to local organisations. Mr S to create a local directory of services. Mr S mentioned if we can involve some local businesses for example in promoting healthy eating and any other contributions towards healthy lifestyle and we can promote these in our waiting area.</p> <p>3. Walk leader training confirmed for Thursday 18th July at Cottingley. All day event 9.00am – 4pm. UI, GN, SH and SC to be attending.</p>	<p>1. Agreed minutes, post to website.</p> <p>Mr S to create directory of local services by the next meeting on 15rd October 2019.</p> <p>Sadia Hanif to complete her work leader training</p>	

1. Breast screening	Action	Due Date
Breast screening event discussed. The practice is currently receiving notification on patients who have attended and those who have dna'd. BM to ask DMc to run a report. Discussed with DMc. Currently unable to run reports until all breast screening has been done.	Uzma to ring all patients who have dna'd and invite to event on 03/10/2019	

2. To take family/friends for leader walk	Action	Due Date
Uzma has complete her training. SH and GN still need to complete	SH to complete next week	25/09/2019

3. Noticeboard	Action	Due Date
A new noticeboard has been put in the coffee vending area in WBG. The board will be used for health promotion and new events taking place.	Health champions	

4. Session at Picton on Underactive thyroid.	Action	Due Date
Topic brought up by SC, wanting to share awareness on this. She wants an educational session on what underactive thyroid is and how it can be treated wanting to know more information on this. Patients can also attend and join in the group. UI to organise this.	UI	

5. Cancer Awareness Event	Action	Due Date
Julie from Breast screening will be attending on 3 rd October to give more information on the importance of breast screening. Uzma will try to contact someone from cancer research and see if they can do a talk around the different types of cancer diagnosis. Mr S suggested we inform local mosques to speak to individuals regarding cancer. It was suggested we write a letter to mosques.	UI/ BM	

6. AOB	Action	Due Date
SH wanted a session to be held around underactive/ overactive thyroid. Discussed and put on hold due to organising the breast screening session. Concerns were raised about no diagnostic services for autistic children. Band service keeps closing its list. Mr S to speak to a social worker to find out the process. Future events discussed around healthy eating, using the WBG entrance for leaflets, starting a food bank – to be discussed further in next meeting.	Mr S	

7. Date and Time Next Meeting:	Action	Due Date
Next meeting due on 17 th October 2019 at 10:30am.		