

7	Working Groups	<p><u>Online Group</u> H & BGP has slightly improved on its current poor rating for information sharing. Mike & Paul's 'Sharing Information' sessions at the practice can be attended by anyone.'</p> <p><u>Communication Group</u> An identity for the group is needed. The group liked the coloured picture used by NAPP. Permission from NAPP to use their coloured picture would be investigated. Jeremy is providing write-ups for HCN and Boxford Magazine. In Touch will also be contacted. Lindsay and Jan are reviewing all the leaflets in the old pharmacy area. Many are out of date and rarely used. Suggested better use of the area to include noticeboards with changing displays. Access to Wi Fi in the practice has great potential. This will be coming soon.</p> <p><u>Open Day</u> Penny was very disappointed at the unsuccessful bid for £1,000 funding for the open day to be held in September. Had there been Guidance Notes with the initial application for many of the shortcomings could have easily been avoided. Louise who was part of the 'grant' allocation panel, agreed that more information would have been helpful e.g. the level of assistance the CCG can offer to save money. It was clear that the funding criteria is geared to 'one off' creative schemes rather than conventional events. H & BGP has another initiative for this. In the meantime Penny suggested applying for money from two Hadleigh sources. The Town Council (£500) and The Aldham Common Trust (£500). Lindsay will write to both. The use of the funds would be discussed at the next PPG Communication Meeting on 17th April. Paul asked how many grants had been allocated by the CCG so far. Louise said there had been one, Hadleigh's, which had not been accepted. However, the money was available until March 2019.</p> <p><u>VPPG</u> Mike gave a progress report on the VPPG. 19 patients had fully agreed to participate but there were still 118 inactive i.e. not committed to Trello. He suggested the Face to Face group of the PPG been known as the 'Core' group. This was agreed. Once again PPG Awareness Week would be used to heighten awareness of the VPPG and hopefully recruit patients too. Lindsay, Mike and Jan would work on a roster for the Awareness Week. Lindsay suggested an invitation to meet all the wavering VPPG members may encourage them to commit. No date was fixed.</p> <p><u>Data Protection</u> Penny emphasized the need for the practice and the VPPG to observe the new General Data Protection Regulation (GDPR) which comes into force on 25th May 2018. Future group Emails will have to be sent BC and the time limit for storing unwanted information must be adhered to. Permission from PPG members will be dealt with at the next meeting using hardcopy forms or Email. Tracey will work with the practice on this.</p>	<p>Mike & Paul</p> <p>Mike</p> <p>Jeremy</p> <p>Lindsay & Jan</p> <p>Tracey to inform</p> <p>Lindsay</p> <p>Lindsay, Mike, Jan</p> <p>Lindsay & Mike</p> <p>Lindsay (PPG) Tracey (Practice)</p>
8	Feedback from Members	<p>Frances expressed concern that the volume of activities planned for the PPG was daunting and somewhat overwhelming. The group agreed to focus on our Open Day and make a success of that. Date to be fixed. Awareness Week will still continue 4th – 9th June 2018</p> <p>Penny apologised for the appearance on Facebook of the Town Council Agenda for the April meeting in which the PPG was included.</p>	

		Penny emphasized this had been leaked. It was not on the final Agenda and assured the group that PPG will not be an item. Lindsay will attend the next Coast and Country PPG Network on 27 th March and report back.	Lindsay
9	A.O.B	Mike highlighted the need for vulnerable people to have details of their medicines and ailments readily available in an emergency. A practical version of “message in a bottle” would be investigated. This could possibly be ‘creative enough’ to receive funding from the CCG pot.	All to consider.
10	Meeting Dates	Meetings for the year should continue on the forth Tuesday alternate months at 10-12pm. The dates for the diary are: <ul style="list-style-type: none"> • May 22nd • July 24th • September 25th • November 27th There being no further business the meeting closed at 12.15	
11	Next Meeting	Tuesday 22nd May 10.00 – 12.00	

Signed as accurate (on behalf of PPG for Hadleigh & Boxford Group Practice):

Name and signature.....

Date