

Joint Patient Participation Group

Albany, Brentford Group and Brentford Family GP Practices Patient Participation Group Meeting Minutes

9 September 2019 6.30pm
at Brentford Health Centre

	Agenda Items
1.	<p>Welcome</p> <p>Attendance: GPs:</p> <p>Practice Staff:</p> <p>Patients/guests:</p>

2.	Apologies
3.	Agree Previous Minutes and Actions Agreed

4.

Matters Arising

1. Next Awareness Day

Mental Health Awareness Day: Saturday 5 October, 10am - 1pm, at Brentford Health Centre.

This will precede World Mental Health Day on 10 October. There will be two main themes.

1. Learn simple techniques to address stress and anxiety
2. Raise awareness of the support available for those with mental health issues and their carers

Volunteers confirmed for 5 October: PF, MS, AJ, BI, Raj B

Timing for the day: 10am - 1pm

08.00am Arrive and set up

09.30: Briefing for volunteers (Raj to lead)

09:45: Volunteers ready and on the door

10.00: Talk 1: Sally Gomme, Wellbeing Network Hounslow team manager, West London Mental Health NHS Trust: mental health services and users' experience

10.45: Talk 2: Michael Smyth, Mental Health and Wellbeing

11.30: Talk 3: Carol Clark, Clinical Exercise Specialist, Brentford FC Community Sports Trust -TBC - Awaiting confirmation of funding

12:00 - 12.30: Carol Clark: exercise taster session 1 (TBC once room size confirmed)

12.30 - 1pm: Carol Clark: exercise taster session 2 (TBC once room size confirmed)

1pm: Close, tidy up and pack down

£250 of funding has been donated by the Lions club to Albany Practice for this event. Agreement that this would be spent on banner design and production, and poster printing if needed, all costs to be invoiced to Albany Practice.

5.	Patient Members Comments 1. Digital displays in reception area (PF/BI) - from previous meeting Two (Albany and Brentford Group) are showing identical information at exactly the same time.. could these be adjusted so there's at least two different sets of information being shown at the same time on different screens?
6.	GP Practice Comments N/A
8.	Any other Business N/A
9.	Next Meeting TBC Venue: Committee Room - Brentford Health Centre Boston Manor Rd, Brentford TW8 8DS Close See actions below

ACTIONS:**Mental Health Awareness Event**

- PF - follow up with Sarah S from Hounslow CCG and pop up banners (can they print/do they know a printer?), as well as all contacts against name in the attached document, and agree a) how many volunteers attending from each org, and b) names of volunteers, and c) do they need any other resources e.g. table, chairs etc.
- PF to follow up with Groundworks social prescribers, Hounslow volunteer bureau, and Health for all Hillingdon
- BI to do the same for the organisations I'm following up with
- Raj to check re Mayor: timing and publicity; and Mary Clegg attending; will they send a press release and bring a photographer; can they invite local press?
- Raj to work on poster (BI to send info for poster - done) and circulate when complete
- Raj to find the 'can I help you' sashes
- Raj to speak to Richard re text messages: please confirm when these will be sent out, can they be sent out to everyone with chronic diseases?
- Raj to let Carol know re room size and visit
- Raj to look at local printers and advise of lead-in times needed for printing
- BI to speak to Carol to confirm exercise sessions (done)
- BI to ask Sally Gomme (our first presenter) to signpost resources on the day
- BI to get designed the pop up banner advertising our awareness days - in progress
- BI to ask Kimberley (from Children's services): what can parents of children with mental health challenges do while waiting for NHS services? What local non-statutory services are there to support?
- MS to send Raj the link to download music for his presentation.

ALL PPG members:

- Please confirm if you can volunteer on the day (5 October) and if so, for how long.

Information/display screens

- Raj to ask Richard B to speak to receptionists about screen for Albany - can it be used to announce patients
- Raj B to build mental health training into staff training plans
- BI to speak to DL about the screens