

Minutes of the Patient Participation Group (PPG) held on Tuesday 3rd November 2015 at Wawn Street Surgery (6pm).

Deputy Chair (acting as the Chair) welcomed everyone to the meeting including a new member. A new secretary to the group was proposed and agreed.

1. Members present: seven members attended.
2. Apologies: received from one member (the Chair), Dr Gill, Mrs Hamilton and Mrs Tufts.
3. Minutes of previous meeting: agreed with two amendments – in para 6 omit “for Diabetes” and in para 9 add “ November 10th was designated as an open day meeting.”
4. Matters Arising: none
5. Reports:
 - a.) Report from Dr Gill: none
 - b.) Report from Practice Manager: none
 - c.) Reports from members: the minutes from the CCG Patient Reference Group meeting, held at Monkton Hall on 1st October 2015, were tabled and briefly discussed. It was agreed that a member would produce a short glossary to help the group. This would be updated as required.
ACTION: production of glossary for next meeting.
6. Membership Drive: given that the PPG now numbered 10 members , with the possibility of another volunteer joining, it was agreed, after discussion, that a ‘drive’ for new members was not urgent. It was further agreed that the group would devise a ‘flyer’ to act as a recruitment aid. It was suggested that a possible target group could be younger patients including young mothers.
ACTION: production of recruitment flyer for next meeting.
7. AOB: there was discussion over the function of the PPG as “critical friends” and how this involved both support and challenge to the practice. It was suggested that the agenda always included an item related to “questions” so that members could raise concerns. The PPG were unanimous in their appreciation of the work of the recently enhanced team of doctors and support staff in a difficult national environment. However, there was agreement within the PPG over questions relating to contacting the surgery and to the issuing of repeat prescriptions. The PPG agreed that this would be best progressed by a small working group (two members plus practice manager) with the intention of reporting back at the next meeting.
ACTION: PPG Chair and/or Secretary to contact Practice Manager and set up meeting with aim to report to next PPG.
8. Date of Next Meeting: Tuesday 5th January 2016, 6pm