



## Patient Participation Group

Monday 4<sup>th</sup> September 2017

### MINUTES

Item No	Item	Action
1	<b>Present</b> Val Johnson, Sybil Waplington (Chair), Debbie Rutter (Secretary), Maureen Goodall, Audrey Pass, Michael and Janet Warburton,	
2	<b>Apologies for Absence</b> , Dr Kim Cooke, Enid Krygier, Hilary Hicklin, John Jordon, Colin and Christine Henson, Peter McDonald, Geoff Scott.	
3	<b>Minutes of last meeting</b> Agreed as correct.	
4	<b>Matters arising from previous minutes</b> Appointments with the Podiatrist are now available on Thursdays for diabetic foot checks.	
5	<b>Practice Update</b> Dr Dils is returning to work on a phased return. The new Registration pack will include information on booking appointments on-line and the PPG Leaflet. New members of staff include Katie Carlile – Prescription Clerk and Jenny Tomlin – Practice Medicines Co-ordinator. There is also a vacancy for a Clinical Pharmacist who will undertake medication reviews for patients with chronic diseases.	
6	<b>Flu Saturday</b> Will take place on Saturday 14 <sup>th</sup> October. The PPG will have a book stall and also provide refreshments.  Appointments will be available for patients that cannot attend on this date.	<b>ALL</b>
7	<b>GP Patient Survey July 2017 – Action Plan</b> Currently in progress.	<b>VJ</b>
8	<b>Friends and Family Test</b> Val, Sybil and Hilary had spoken to a number of patients who completed the survey card and they were pleased with the overall results.	<b>VJ</b>
9	<b>Leaflet Display</b> A new stand has been installed which allows more leaflets to be displayed and available.	<b>VJ</b>
10	<b>Recruitment of PPG Members</b> It was agreed to provide refreshments and a book stall on Flu Saturday to give current PPG members chance to speak to other patients who may be interested.	<b>ALL</b>
11	<b>Virtual PPG Update</b> It was agreed that Minutes of PPG Meetings would no longer be posted out.	<b>VJ</b>
12	<b>PPG Volunteer – Friends and Family Test Survey</b> Members of the group agreed to attend the Practice and with Val actively encourage patients to complete the Survey Card.	<b>ALL</b>
13	<b>PPG Newsletter</b>	



	A few suggestions were put forward to include in the Newsletter.	<b>SW/DR</b>
<b>14</b>	<b>Book Money/Donations</b> Recent purchases include 3 x Diabetic Books - Carb and Calorie Counter. These will be loaned out to patients. The total raised to date is £2,300.00.	
<b>15</b>	<b>Locality Update</b> Next meeting to be held on 6 <sup>th</sup> September – an update will follow at the December meeting of the PPG.	
<b>16</b>	<b>Any Other Business</b> The group were informed that the Practice had recently had the fascia's and soffits updated and also that 2 new boilers were to be installed.	
<b>17</b>	<b>Dates of next meetings</b> Monday 5 <sup>th</sup> December 6.30pm to 7.30pm in the Practice Waiting Room.	<b>ALL</b>