



Patient Participation Group

Thursday 5th July 2018

MINUTES

Item No	Item	Action
1	Present Val Johnson, Dr Kim Cooke, Debbie Rutter (Secretary), Peter McDonald, Audrey Pass, Audrey Powell, Janet Warburton, Michael Warburton	
2	Apologies for Absence Maureen Goodall, Enid Krygier, Hilary Hicklin, John Jordon, Ken Cook, Colin and Christine Henson, Louisa Skull, Geoff Scott, Sybil Wappington (Chair),	
3	Minutes of last meeting Agreed as correct	
4	Matters arising from previous minutes The meeting arranged for March was cancelled due to extreme weather conditions.	
5	Practice Update A number of staff have been recruited: - Practice Nurse Kirsty Abbott Prescription Clerk Jenny Tomlin Receptionist Cherry Beecroft Admin Assistant Jayne Wharton A further Admin vacancy is to be advertised There are 2 vacancies for Doctor's due to Dr Pryce retiring and Dr Dils leaving the Practice. These have been advertised in GP Careers, NHS Jobs and the British Medical Journal (BMJ)	VJ
6	Friends and Family The June results will be updated shortly, 19 responses were received and included 16 extremely likely, 2 likely and 1 unlikely to recommend. The reply that said unlikely to recommend had a positive comment but as they are unanimous the Practice is unable to query further.	
7	PPG Members Val and Sybil had shared information on the PPG with patients attending the Baby Clinic. It was agreed to continue emailing members who had expressed an earlier interest but to no longer post minutes out.	



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| 8 | Virtual PPG Update
No further members have been added | DR |
| 9 | Book Money/Donations
Continues to work well and is very popular. | ALL |
| 10 | Flu Saturday
Following a discussion, it was agreed by Members not to provide bacon sandwiches but drinks and biscuits would be provided. | ALL |
| 11 | DCC Letter
Val has a meeting arranged with the Church Warden and DCC to discuss the proposed parking measures on Scarsdale Road. | VJ |
| 12 | Locality Update
Next meeting on 11 th July – update to be given at September meeting | SW/DR |
| 13 | AOB
It was suggested that the Lead Admin Supervisor be invited to a meeting to discuss Admin roles at the Practice.
The Audit trail is to be checked on text reminders to confirm that one is sent on the day the appointment is made and a further one the day before the scheduled appointment.
A short discussion took place around introducing drop-in appointments – it was decided that this was not feasible due to lack of room in the Practice and parking issues. | |
| 14 | Date of future meetings
Monday 17 th September
Monday 3 rd December
6.30pm to 7.30pm in the Practice Waiting Room. | ALL |