



Patient Participation Group
Monday 17 September 2018
MINUTES

Item No	Item	Action
1	Present Val Johnson, Debbie Rutter (Secretary), Peter McDonald, Audrey Pass, Audrey Powell, Janet Warburton, Michael Warburton, Sybil Waplington	
2	Apologies for Absence Enid Krygier, John Jordon	
3	Minutes of last meeting Agreed as correct	
4	Matters arising from previous minutes Sybil has decided to resign from her role as Chair. Peter McDonald agreed to take on the role with the support of other members of the group. Debbie will forward previous minutes of Locality Meetings to Peter for information.	
5	Reception/Admin Team Member in attendance Tamsin gave a detailed description of the duties undertaken by the Reception and Admin staff, members were very surprised to learn the amount of variation in the roles.	VJ
6	Practice Update Nicola the Deputy Practice Manager will be leaving the Practice to take on a role with the 8 – 8 Hub, Tamsin will be replacing her. We wish them both success in their new roles. Dr Mary McKenzie will join the Practice on 1 st October and will cover 6 sessions all day Wednesday, Thursday and Friday. Val gave a summary of how the 8-8 Hub operates and will provide an update on its progress at the next meeting.	
7	Friends and Family Test – July & August Sybil and Val will continue to attend a clinic once per month to discuss with patients and encourage them to complete the Friends and Family questionnaire.	



Patients are to be encouraged to inform the Practice of any problems they have experienced to enable them to be resolved.

Results from the previous months are on display in the Waiting Room.

August results were not as good as previous months, this may have been due to staffing problems and annual holidays.

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| 8 Recruitment of PPG Members
No further members have been added | DR |
| 9 Virtual PPG Members
No additional members have requested to join. | ALL |
| 10 Book Money / Donations
The book table continues to be a success and the balance is currently £344, thanks to the generosity of patients and staff at the Practice.

It was agreed that the Practice would do a wish list of items that they would like to purchase from the donations. | ALL |
| 11 Flu Saturday
Due to problems with deliveries of flu vaccines, unfortunately this year's Flu Saturday has had to be cancelled. Appointments are available at the Practice for patients who wish to have the vaccine. | VJ |
| 12 DCC Letter – Road Traffic Regulations
Objections to the traffic scheme have been submitted, members are encouraged to submit their own.
Val will update the group when further information is received on the outcome. | SW/DR |
| 13 GP Online Services Webinars
Val will share the link with PPG Members to enable them to take part in the Webinar if interested. | |
| 14 Locality Update
To be given at next meeting | ALL |
| 15 Any Other Business
There was no other business. | |
| 16 Date of Next Meeting
Monday 3 rd December
6.30pm to 7.30pm in the Practice Waiting Room. | |

Dates for the forthcoming year will be agreed at this meeting