

Hugglescote Surgery

PATIENT PARTICIPATION GROUP MEETING Minutes

Date: Wednesday 17th May 2016

Time: 5-6.30pm

Venue: Meeting Room

Attendees:

Bob White, Alan Dowell, Mick Bates,

For the practice:

Keleigh Atkin

Apologies:

Joy White, Rosie Ryder, Alan Ryder, Peter Lacey, Sue Gillepsie, Sheila Forgham, Jacqueline Knight, Carolyn Feeney, Russell Johnson

Item	Issue	Action	Owner
1.	Introductions – none necessary		
2.	Minutes of last meeting <ul style="list-style-type: none">Practice appraisal feedback to be carried forwardLayby – follow up with NWLDC and discuss with Russell Johnson		RJ KA
3.	Action Plan – distributed document and discussed content		
4.	Friends and Family Test – discussed results		
5.	Practice News <ul style="list-style-type: none">Dr Tank is not a salaried GP working for 6 sessions per weekDr Noble has returned from maternity leave to 6 sessions per weekDr Gauhar is now working 6 sessions per week which he will maintainNurse Manager recruitment – we are continuing to interview for this vacancyNamed GP – all currently registered patients have been notifiedNHS Healthchecks – now restartedUpskilling nursing team – continuesMarisa returns to the admin and reception team		
6.	WL CCG PPG Network – agreed to get added to the distribution list for these events		
7.	NWL Federation PPG – BW agreed to attend these meetings although there were reservations regarding the purpose/remit of the group		BW

8.	Community Transport Evaluation – details of conclusion of project discussed and suggested publishing this in community eye. To be discussed with Lauren Otter at Marlene Reid Centre. BW requested a poster with the revised scheme details		KA
9.	What do they mean? – details of various technology related services and schemes were discussed. It was agreed to circulate the crib sheet to those not able to attend the meeting		KA
10.	<p>Patient Question Time</p> <ul style="list-style-type: none"> • It was confirmed that usually appointments are available 6 weeks ahead however sometimes the co-ordination of GP annual leave and locum cover means that we are unable to publish the appointments in time • It was asked if a GP could attend these meetings some times • It was asked in the waiting room music could be put on a longer loop • It was asked if another patient newsletter could be produced 		<p>KA</p> <p>KA</p> <p>KA</p> <p>KA</p>
11.	Any other business		
12.	Date and time of next meeting: 12/07/2016 5pm		