

Hugglescote Surgery

PATIENT PARTICIPATION GROUP MEETING Minutes

Date: Tuesday 13th September 2016

Time: 5pm

Venue: Meeting Room

Attendees:

Bob White, Joy White, Alan Dowell, Mick Bates, Colin Bates, Rosie Ryder, Alan Ryder

For the practice:

Keleigh Atkin, Dr Sab Tank

Apologies:

Sue Gillepsie, Sheila Forgham, Caroline Feeney, Maxine Clifford

Item	Issue	Action	Owner
1.	Introductions – a warm welcome given to Dr Sab Tank		
2.	Minutes of last meeting <ul style="list-style-type: none">Layby – still follow up with NWLDC and discuss with Russell JohnsonWaiting room music to be followed up		KA
3.	Friends and Family Test – this month's results still not available although the GP Survey results were discussed in a recent Practice meeting		
4.	WL CCG PPG Network – look to find out dates of meetings and decision to be made as to which PPG is available as to who attends		KA
5.	NWL Federation PPG <ul style="list-style-type: none">Next meeting 26/09/2016, BW to attendDiscussion about where the federation fits within the NHS structure		BW
6.	Action Plan – document discussed and updated copy to be circulated to group		KA
7.	Practice Vision – KA explained that the practice was in the process of producing a document that would reflect the vision of the practice for the coming 1-3 years, this was an invitation for the PPG to input to the process		
8.	Practice News <ul style="list-style-type: none">Nurse Manager appointment – Dom Purnell starts at the end of September, KA to invite to a PPG meeting.Nurse Training – Rebecca and Nicola are both		KA

	exploring/undertaking additional training opportunities. <ul style="list-style-type: none"> • Prescribing incentive scheme including Gluten free and paracetamol prescribing – still in consultation phase although comments from the PPG were submitted. • Flu clinic – request for assistance for questionnaires etc 		
9.	Patient Question Time <ul style="list-style-type: none"> • Extend music loop • Display screen time • Out of order signs on toilet downstairs 		KA KA KA
10.	Any other business		
11.	Date and time of next meeting: 23/11/2016 1pm		