

# Hugglescote Surgery

## PATIENT PARTICIPATION GROUP MEETING MINUTES

**Date:** Tuesday 23<sup>rd</sup> September 2014

**Time:** 5.00pm – 6.30pm

**Venue:** Health Promotion Room

**Attendees:** Anita Mullins, Mick Bates, Janet Hammonds, Alan Dowell, Joy White

**For the practice:**  
Keleigh Atkin

**In attendance:**

**Apologies:**  
Peter Lacey, Sue Gillespie, Bob White

Item	Issue	Action	Owner
1.	Introductions were not necessary this time as all had attended previously		
2.	Minutes and matters arising from last PPG meeting 03/06/2014 <ul style="list-style-type: none"> <li>Minutes reviewed and no matters arising raised</li> </ul>		
3.	PPG Action Plan Progress against the Action plan was discussed - <ul style="list-style-type: none"> <li>Continuity of care – no further action required</li> <li>Medication review – further work to be undertaken as part of the Productive General Practice project (see below)</li> <li>Transport – BW, JW and KA are exploring the possibility of collaborating with the Marlene Reid Centre to obtain a grant to fund a community transport scheme for Hugglescote Surgery patients. They are also approaching parish council's for matched funding and will be attending the Ellistown Parish Council meeting on 15/10/2014</li> </ul>		KA, JW, BW
4.	DNA (Did Not Attend) Policy <ul style="list-style-type: none"> <li>Following discussions at the last meeting we reviewed data and current practice regarding patients who do not attend appointments</li> </ul>		
5.	Surgery Update <ul style="list-style-type: none"> <li>New staff – Lucy joined the reception team on Monday, Olivia who used to work in reception will move into admin. Niki and Julie started in July as our new Healthcare Assistants. Our practice nurse, Helen has left and we are currently recruiting.</li> <li>KA distributed some Electronic Data Sharing Model (EDSM) leaflets, following previous discussions</li> </ul>		

