

MINUTES OF MEETING
PATIENT PARTICIPATION GROUP MEETING
Wednesday, 31st August 2011

Present:	Paul Kelly	GP Partner
	Jeanette Millward	Practice Manager
	Tracy Robinson	Reception Manager
	John Moxham	Chairman
	Marjorie Miller-Fieldhouse	Secretary
	Wendy Stevenson	
	Carole Coole	Deputy Secretary
	Alison Sergeant	
	David Gregson	Deputy Chairman
	Heather Goodwin	
	Paula Gould	

Item 1: John Moxham (Chairman) opened the meeting welcoming everybody to the first official meeting of the PPG. All members attending then reintroduced themselves.

Item 2: Apologies Received from:
Martin Begg (received via email 31/8/11)
Keith Warburton (received via phone 31/8/11)

Item 3: Minutes of last meeting: the minutes were recapped by John and accepted as correct by all attending.

Item 4: Patient Survey – the target for the Practise Questionnaire is 150+ completed surveys. It was agreed that approximately 1000 surveys would be distributed across a broad range of ages. The method being via: the post, home visits, electronically on the Website and issued to patients whilst visiting the surgery. A maximum of 10 relevant questions to be asked. The questions were discussed at great length and agreed upon (please see attached survey). It was also agreed that a poster should be displayed in the waiting room to promote the survey and also the PPG.

Item 5: Involvement in flu injections. The vaccines are due to be delivered on 23/9/11, clinics to start 1/10/11 and to run for four weeks on a Saturday morning (8:30 – 12:30) and also on Wednesday evenings. This year all patients over 65 are to have a finger pulse check to trigger further checks for any patients showing irregular pulses. PPG members to attend clinics to distribute questionnaires – please liaise with Marjorie Miller-Fieldhouse (mmiller@ghclub.wanadoo.co.uk) with dates/times available.

Item 6: A.O.B.

- Picture board of staff for Reception area suggested
- The building is owned by GPI (the Developers) and Norland are the facility managers. All the practises work together regarding the building and any issues arising.
- The possibility of a survey targeting the local residents with regard to the impact the new building has had on them to be considered for the future.
- Meeting with the other PPGs in the building a possibility to discuss any common issues.
- Poster to be displayed about the PPG and inviting others to help but not serve on the committee
- Ideas/Topics for next meeting to be forwarded to MMf
- Next meeting arranged for Wednesday, 2nd November 2011