

Patient Participation Group Meeting Minutes

Held at 2:00pm on Thursday 15th June 2017

Staff Present: Julia Gray		
Patient Representatives: Ann Lamb, Dawn Fisher, Iris Cox, Vera Robson, James Kelly		
Apologies – Joyce White and Mary McCabe		
PPG Agenda		
Item	Notes	Action Points
Minutes of the previous meeting	All agreed as accurate	
AGM	Ann has been re-elected as Chair of the PPG and Dawn Fisher was elected as Deputy chair. At this time a Minute Taker has not been decided upon. Future planning involving the PPG was discussed regarding Allotment Project ,Fund raising and separate Flu Immunisation Planning Meeting	Minute Taker to be discussed at next meeting. Flu meeting to be arranged prior to Flu programme. JMc to have input at next meeting
PPG Terms of Reference/Contract	All attendees have signed copies of Terms of reference.	
Allotment	A meeting had been held on Wednesday with regards to getting the scheme going. Ann and Dawn came along as representatives for the PPG. I have enclosed the minutes from this meeting for members information.	JG will keep the PPG up to date with progress
On-Line Booking Reminders	Still does not appear to be in place as no members are receiving messages	JMc to check the set up on SystemOne
Accounts Review/ Café Money Investments	Mrs Lamb gave a breakdown of the total income and expenditure from the café funds. Ann requires up to date accounts from Jonathan. Group happy for funds to be put into the Allotment scheme. Ann and Vera are continue to do an excellent job running the café .	
Great North Care Record	Ann discussed her response from the questions that had been put forward. All members happy with outcome.	
Time/frequency of meetings	Members brought forward with regards to having evening sessions as to entice new members who are working. Also the frequency possibly to be bi-monthly	JG will discuss with JMc on his return from Holiday.
Patient Survey	Could not be discussed as persons not present	For agenda at next meeting

PPG Advertising	All agreed regarding advertising for new members	JG will advertise through posters,Website,facebook,NHS choices ,jaydex board in the waiting areas and prescriptions
Absentee	The members were not happy that the Practice Manager was not present during this meeting and request an apology	JG will see JMC with regards to matter
Practice participation	Members were concerned with regards to the Practice withdrawing input to the PPG. JG tried to reassure this was not the case.	JG will discuss with JMC regarding future direction for the Practice and PPG.
Next Meeting	Due to matters discussed this will be confirmed at a later date	