

**PATIENT PARTICIPATION STEERING GROUP  
MINUTES OF MEETING HELD ON MONDAY, 12<sup>th</sup> DECEMBER 2011**

**PRESENT:**

Christina Krygier, Chair, Dr K Stoodley, GP, Val Johnson, Practice Manager, Mrs M Kimmons, Mrs P Wheeldon, Mrs E Krygier, Mr G Scott, Mr T Cox, Mr M Tooker, Mrs P Livesley, Mrs K Bradbury, Mrs P Hague, Mr A Booth, Mr J Hicklin, Mr J Amuli, Mrs M Bassett.

**IN ATTENDANCE:**

Mr Ian Edmundson from Wheatbridge Health Clinic PPG

**APOLOGIES:**

Mr G Jessop, Ms R Hoskin

**INTRODUCTION:**

Dr Stoodley welcomed everyone to the meeting and explained that this was our first meeting. A Steering Group had met on 5 previous occasions to plan and distribute the Patient Survey.

**SPEAKER FROM WHEATBRIDGE PPG**

Ian Edmundson provided us with some background information on how the PPG at Wheatbridge was established and the role of the Officers. He advised us that Wheatbridge PPG had a website but this was separate from the Practices website. He also provided us with information on projects within the Practice that the PPG had been involved in and made changes to e.g. – the appointments system, signage, opening hours and the telephone system. Wheatbridge PPG usually meet on a Tuesday lunch-time for 2 hours every 3 to 4 months.

**DISCUSSION WITH CHAIR OF WHITTINGTON MOOR SURGERY PPG**

Christina discussed the Patient Survey which had been distributed to patients. Patients had been asked to choose 2 items from a list of 4 or to provide some “other ideas”. The 2 most popular ideas were:-

1. Information dissemination and
2. Signposting support

Discussion then followed about how best to contact patients, whether it be via post, email, website or facebook. It was agreed that it would be beneficial to use all of these communication tools in order to cover a wider cross section of the practice population.

**DATE OF NEXT MEETING**

The next meeting will be held on Monday, 30<sup>th</sup> January at 1.30pm at The Methodist Church, Scarsdale Road (next door to the Surgery).

At this meeting we will decide on the date and time of future meetings.