

ST GILES SURGERY

40 St Giles Road, Camberwell, London, SE5 7RF

Tel: 020 7740 4737 Fax: 020 7701 6199

PATIENT PARTICIPATION GROUP MEETING ON THE 21st May 2015 AT 18.30PM

ATTENDEES

NAME OF ATTENDEE	Apologies
Elizabeth Sibthorpe	Barbara Meilink
Jeremy Dawes	Adam Black
Karima El Hajoui	Margaret Cavendish
Cindy Mootoosamy	Rose Mason
Pep Aikins	Raymond Cole

Minutes

Agenda Item	Notes	Action
1. Welcome and introductions	Liz was introduced as the chairperson of the meeting and Cindy as the minute taker We welcomed a new member Karima El Hajoui	Liz agreed to share the chair person role with Barbara and Raymond
2. Minutes of last meeting	1. Reviewed the action plan agreed in February 2015 2. Cindy informed members that quotes and pricings were being sought through for the purpose of a Jayex calling screen. 3. Cindy discussed the telephony system; the local CCG and practices are working together in view of finding a new telephone system which could be used by all local practices to avoid variations in services in Southwark.	
3. Patient Survey report /results (FFT)	We touched on the report and survey result. Copies were made available for members and on the website	

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4. Barbara Meilink	Barbara attended a recent training and PPG event in the locality. Leaflets and useful patient brochures were given to the PPG members	
5. AOB	<p>It was discussed that the group is not a full representation of the practice population. Unsuccessful attempts made in the past to attract more members.</p> <p>New PPG registration forms are available in the practice and on the website.</p> <p>Posters in the baby clinic room</p> <p>One member mentioned that in the past the same issues of recruiting new members. It was agreed that health promotion groups would be arranged in the practice to encourage patients to attend. This didn't happen.</p> <p>PPG member suggested that we should have a coffee morning & homemade cakes to discuss interesting topics that would engage our patients. This would be arranged by the PPG members with a guest speaker or charity that touches on subjects that would interest the younger population or working group. Karima who works for youth sector would be happy to get involved in the organisation processes and finding a speaker for the event.</p> <p>Cindy mentioned about the walking group of Southwark and the project lead would be glad to join the next meeting for ideas and support in setting up a walking group amongst staff and patients.</p>	<p>Agreed for a coffee morning to be organised by The PPG members. The action plan would be as below:</p> <ol style="list-style-type: none"> 1. Another meeting to be arranged before July to finalise arrangements and agreed on the date for the special event 2. Room, coffee , tea and biscuits to be supplied by the practice 3. Promoting the event with posters in the practice, local supermarkets, on the website and one stop shop 4. Guest speakers to be agreed
6. AOB	<ol style="list-style-type: none"> 1. Pharmacy first 2. Changes – Named GP 3. Local Care Network/Federation 4. PPG members training events held in the locality 	