

**Limes Medical Centre
Patient Participation Group
Committee Meeting
13th January 2014**

1. Members Present:

Dr J Southcott
Jane Martin
Andrea Swanson (Chair)
Donna Cope
Jill Smith
Toni Sharley
David Hoon
Chris Dowd

2. Apologies:

Angela Hodges
Malcolm Hodges

2a. Resignations:

David Hopton
Margaret Jones

3. Notes of last meeting (18th November 2013)

The minutes were agreed to be a true record. Proposer, D Hoon, seconded by J Martin.

4. PPG Membership;

This item was held over.

5. PPG Notice board:

There was general discussion about the renewal cycle and responsibility to 'de-clutter' and maintain notice boards generally in the waiting area. Dr Jo pointed out that certain posters and information was supplied by various NHS bodies, and the medical centre is obliged to display them. The responsibility for maintaining the notice board was with the reception staff. Dr Jo agreed to ascertain if there was a cycle for reviewing notice boards.

Toni agreed to do a regular review of the PPG notice board.

6. Practices and Policies at LMC:

Jill requested information about how the 'well Person' checks were being monitored by LMC and how much feedback was provided to patients.

Dr Jo informed the group that currently the Practice was required only to provide information to higher organisations of the number of patients invited, and the number of attendees.

Jill asked why urinalysis was not included in the 'Well Person' check. Dr Jo stated that it is because it is not included in the tests specified by the NHS.

Jill enquired about the LMC policy about non-attendance for appointments. Dr Jo said that the national standard of 'three strikes and you are out' for non-attendance was adhered to – with the required notification, but stated that for various reasons, all decisions had to be taken on a case-by-case basis.

7. Facilities/meeting room.

It was agreed that Andrea would submit the agenda to Jackie for it to be placed on the web site, and that patients of LMC would be encouraged to submit items through that or by leaving messages in the suggestion box in reception.

8. NAPP clarification:

Andrea agreed to look at the NAPP website and circulate relevant information.

9. CCG Notes/responses/comments:

There were no comments. The next meeting is 18th February, and PPG members agreed to take turns at attending.

10. Newsletter:

Chris agreed to continue to produce the newsletter.

Subjects for the next newsletter should be:

- Screening: Cervical smear
- Breast screening
- Bowel cancer screening
- Vaccinations: HPV vaccinations
- Summer holiday vaccinations – warning that patients should give 3 months notice
- Shingles vaccination information
- Advanced warning for flu vaccination, especially for young children
- Obesity: Advice about diet and exercise.

11. Election of secretary:

Jill Smith was voted to be the new secretary of the group.

12. Any other business:

Patient surveys are currently being handed out.

13. Date and time of next meeting:

Monday 3rd March. 18:30 at Limes Medical Centre.