

## Brant Road Patient Participation Group Committee Meeting

1200 hrs 14<sup>th</sup> June 2016

### Attendees

Alice H	-	Chair
Colin F	-	Secretary
Ivan K	-	Committee Member
Vicki D	-	Practice Member
Karen S	-	Practice Member
Lesley J	-	Committee Member
Helen K	-	Committee Member
Michael H	-	Committee Member
Gerry J	-	Committee Member

<b>AGENDA POINT</b>	<b>ACTION</b>
<p>The Acting Chair opened the meeting and welcomed new member Gerry J to the meeting. Apologies were received from Daphne T (Chair) who moved house and has since resigned from the Committee.</p> <p><b>1. Election of Officials</b></p> <p>The Acting Chair asked those present if anyone wished to take on the role of Chair. There were no nominations and the Acting Chair was therefore elected as Chair.</p> <p>There were again no nominations for the role of Vice Chair and this post will remain vacant.</p> <p><b>2. Minutes of last meeting</b></p> <p>The minutes of the last meeting were agreed by the committee and the actions were reviewed and all had been completed.</p> <p><b>3. Accounts</b></p> <p>The Chair presented the accounts to the Committee. All remaining jam had been sold and the balance now stood at £114.10. It was agreed by the Committee that the monies would be held in the Surgery accounts marked for the PPG to be drawn upon as the Committee may decide in future. <b>(Action: KS)</b></p>	<p>KS to deposit the balance into the Surgery accounts and marked PPG</p>

#### 4. Questions for Mini Survey

KS stated that the last survey had been about prescriptions. The Committee discussed what could be covered this time and it was agreed appointments would be a good area.

Following discussion it was felt that there should be a maximum of 10-12 questions with a comment section for free text. It was agreed that the survey could be done at the same time as the Marie Curie event.

Committee Members were asked to forward any suggested questions to the Secretary who will collate them. (**Action:** All)

#### 5. CQC Visit

KS stated that the CQC Inspector was pleased that the PPG reps were able to attend the meeting. Overall the Inspection went very well and the Inspector was very pleased with the Surgery and the service it provides. There were only a couple of small procedural things picked up on such as the need to hold a Near Miss Book.

#### 6. NAPP e-Bulletin No 107

The Secretary highlighted the NAPP bulletin Item 2 about the “Put Patients First” campaign which has been running for a couple of years. The bulletin was asking PPGs to sit down with GPs and talk about the GP Forward View. There are a number of new measures practices can access over the next 12 months including training for reception staff and funding for premises developments.

Following discussion it was agreed that the Chair and Secretary would meet with one of the GPs, KS agreed to arrange this. (**Action:** KS)

#### 7. Marie Curie Tea Party

The date of the tea party was discussed and it was agreed that it should be moved from 22nd June to 14th July to enable the survey questions to be formulated.

All Members to forward questions to the Secretary.

KS to arrange meeting with GP.

## 8. Surgery Refurbishment

KS briefed on forthcoming work to repaint and refurbish the Surgery. She stated that there may be some disruption. There are also plans to install a TV screen on the screen wall which will show self-help and other useful information.

## 9. Facebook Update

The Secretary briefed on good progress updating the PPG Facebook page. However, there are not many page views as opposed to the Surgery FB page which had a large number. He therefore proposed to look at closing the page and moving it onto the Surgery Facebook page posting as the PPG to give us greater exposure. VD will look at how access may be given to the Surgery Facebook site. (**Action:** VD)

KS stated that there were continuing issues with updating the Surgery web pages and that both her and VD had problems posting updates to it. KS and VD will continue to try and progress this. (**Action:** KS and VD)

## Any Other Business.

There being no further business the Chair closed the meeting. The next Committee meeting will be 16th August at 1200 hrs.

VD to look at granting PPG access to the Surgery Facebook page.

KS and VD to progress updating the Surgery web pages.