**WESTDALE LANE PPG**

**Minutes of Meeting**

**Tues 20th Jan 2015**

Members present: John Slater, Francis Henman, Bryan Beardsmore, Phil Barlow (Chair)

Louise Stanley (PM) A Bexon

Apologies: Ann Collis, Malcolm and Pauline Ely, Costa Philipou

Welcome to all by Chair

**Minutes and Matters Arising**

Minutes read and approved**.**

Drug collection delayed due to safety & situation.

Dr Baynham will leave practice in February.

**Peoples Council** – John fully explained the meeting. A report is on file.

**Terms of Reference** – The Constitution accepted by the Practice with the exclusion of other groups e.g. Unity. The PPG will accept with reservations which have been made known to Group 3 and the Practice. Date of possible implementation April 2016.

**PPG Contract Requirements** – Deadline made. Expenses may be claimed by the Chair. Letter and terms distributed by Chair. The formal Certificate from PPA was presented to Louise.

**Practice Update** – Louise reported that Dr Baynham was leaving to go to Lincoln. A replacement was necessary. Walk In Clinic has proved very successful. New chairs in waiting room and two new TV screens strategically placed. Reduced desk in waiting room and screen to give more patient room. Plans will be available to staff and group.

**General Surgery Items** – Members of Committee to attend during surgery hours to explain to the Public date and other detail when necessary. A suitable table will be provided. Chair to take part in the survey at QMC (A&E) to ascertain attendance.

**Members Items** Hand sanitising machine recommended. Members assured that Screen is regularly sanitised.

**AOB** None

**Date of next meeting**: Tues 24th March 2015 at the surgery at 6.30pm