

**Kiveton Park Primary Care Centre  
Patient Participation Group AGM  
19<sup>th</sup> March 2014**

**Attending: Brian Daniels (chair), Sarah Wylie, Susan Wietscher, Jean Hirst, Keith Emsden, John Brabbs, Marilyn White, John Story, Cecil Da Silva, Joan Woodhead, Dr Say, Christine Handley and Marsha Raynes**

The meeting was opened by Brian Daniels who went through what the PPG is and what it does.

**Achievements for 2013:**

There is huge commitment to the group from all members of the group.

The group has a good liaison with NHS Rotherham.

The group has connections with the Healthwatch UK, which reports to the Health and Wellbeing Board, this has a drop in the town centre and holds pop up sessions in different places.

**Patient Survey:**

This was conducted in December and January and the action plan is now on the practice website. It is good to note that medical care at the practice received 100% satisfaction. The surgery is dealing with the negative items brought up, for example:

- New signs have been ordered for the car park
- Bicycle racks have been ordered
- A new bid will be put in for some internal automatic doors in April, as the first one was rejected.
- Where possible four receptionists are now answering the phones in the morning.

Keith thanked Marsha and Josh for all their help with the questionnaire.

**Election of Officials:**

These currently are:

- Chairperson – Brian Daniels
- Vice-chair – Marilyn White
- Treasurer – Barry Winterbottom

All agreed to stand again and this was approved.

Currently there is no secretary for the PPG, this work is being carried out by Marsha and Becky. No decision was made during the meeting about this position; Helen Wyatt suggested that a line be added to the constitution to say that committee are able to co-opt officers at anytime during the year.

### **Priorities for 2014:**

These will be:

- Producing a newsletter for patients.
- Working with schools, particularly Wales High School.
- Working more with the local council.

### **Questions and Answers:**

A question was raised about opting out of the Care Data scheme, Dr Say explained more about this.

\*\*\* After the meeting Keith Emsden and Sarah Wylie agreed to take on the secretary role, jointly. Keith will be the General Secretary and Sarah will be the Minutes Secretary.\*\*\*