**MINUTES**

**MEETING OF THE PATIENT PARTICIPATION GROUP**

**Held on Tuesday 7TH March 2017 AT 19:00**

Present

Staff: - Caroline Moyses – Admin

 Katy Bird – Student Nurse

PPG Members: - Laverne Caddy – Chair

 Katie Sainsbury

Margaret Estlick

Gwen Beckett

Ruth Varker – Joint Secretary

Apologies: - Dr Tom Weake – GP

 Liz Wilson – Practice Manager

 Liz Keasley – Joint Secretary

1 – Minutes of last meeting - Minutes of last meeting held on 5th January were agreed. There were no matters arising.

2 – Correspondence – None

3 – PPG Group Budget – There is money that we could use once an idea is agreed on. For example – it was suggested we could have a BP machine the waiting room, for patients to use, prior to seeing the Dr or Nurse. It was also suggested that we could put some of the money towards the Telehealth system, whereby patients can do their own readings at home; this can reduce the need for a GP appointment. This is free through the NHS. Katy Bird had a leaflet about it. Caroline will investigate some prices & speak to Liz Wilson about it. We could maybe share this with Three Spires Surgery. Caroline will also put something on the website.

4 – New phone system – Now all seems to be working well.

5 – New computer system – There are some training issues, but these are being addressed. Options now available to patients now include being able to access a summary of your medical record & being able to order prescriptions online. For both of these, patients do need to bring two forms of ID into the Surgery to get themselves set up on the system.

6 – Sustainability Transformation Plan – Meetings have been held, but were not widely advertised. We were due to have some information paperwork sent to us, but Caroline was unaware of this or where it was sent to.

7 – Early & Late Clinics at the Surgery – Early ones tend to be well attended. But the Late ones generally were not.

8 – Practice Newsletter – Katie hasn’t been in a position to do one as yet. Ian has not been in contact with Caroline. So it was decided to put this on hold for now.

Next Meeting – Thursday 4th May 2017 – 19:00.

The meeting closed at 20:10.

Minutes taken by Ruth Varker