

MINUTES

Title of Meeting: Patient Participation Group (PPG)

Date: 12th May 2015

Time: 2 – 3pm

Venue: Health Education Room, Avondale Health Centre

Present:	<u>Practice</u>	<u>Patients</u>
	Marie Bryan	Diana Bradley Bob Bradley

Minutes by: Marie Bryan

Item	Topic	Action By
1	<u>Apologies</u> Amanda Hurst	
2	<u>Minutes from Previous Meeting</u> Minutes agreed as accurate	
3	<u>Matters Arising</u> All action points had been transferred to the Action Plan	
4	PPG Action Plan Please see separate document for updated Action Plan	
5	<u>Any Other Business</u>	
5.1	Bolton Quality Contract was now up and running. Marie advised of the additional staff employed in order to meet the requirements of the contract.	
5.2	Refurb of the Health Centre: All clinical rooms have now been completed. Work started on the reception area on Monday 13 th May and will take 6 weeks to complete. A temporary reception/admin area had been created to keep disruption to a minimum for patients.	
5.3	Further to proposal for only 3 meetings per year. The Bolton Quality Contract standard is for 4 meetings that currently are undertaken. Marie agreed to put forward to the group the next 3 dates and to give a reminder to the group a week before each meeting to allow for apologies.	MB
5.4	Marie advised the group on the end of the over 75's project	

that had entailed community nurses visiting patient at home or seeing them in the surgery for an holistic overview and any help that might be required. This project will end 31st May 2015 and we are currently seeing the last of the patients during this month.

5.5 Presentation regarding the Staying Well Project was distributed to the group. This will start in the next few weeks. Marie advised that she would put the presentation on the website.

5.6 Diana requested that some Community Services contact numbers be added to the quarterly practice newsletter. Marie would look to adding these.

MB

5.7 Due to the refurb of the Health Centre it had been agreed to delay the patient survey. The group members present agreed for this to be undertaken in August 2015 and again in February 2016. It would then revert back to the normal timeline of November/December. It was also agreed to use the same questions in order to provide comparable data.

6 **Next Proposed Meeting Dates**
Tuesday 11th August 2015 2 - 3pm
Tuesday 10th November 2 - 3pm
Tuesday 9th February 2 – 3pm