

Shotfield Patient Participation Group

Minutes of meeting held on 22nd September 2015

In attendance:

SK, PH, FS, LJ, NF (Chair)

1 Apologies

Apologies were received from KC, AK, CL, YZ

Resignations had been received from VFM and PB.

2 Minutes of last meeting

The minutes were accepted.

3 Terms of Reference

No-one had any further comments to make.

It was agreed that the minutes would not be displayed on the practice noticeboard as it is already very full. A copy will be available on the Practice website and could be available on request at reception.

4 Email protocol

Email protocol, ground rules for meetings and the Nolan Principles were all agreed unchanged. It was felt they should would form part of the terms of reference but be held as separate documents.

5 Election of Vice Chair

CL had offered to stand in absentia. There were no other nominations or volunteers and CL was elected unanimously (Proposed by FS and seconded by LJ).

6 Patient Survey

SK presented the proposed survey and explained the background. After discussion, a few minor changes were agreed and have been implemented.

The survey will take place in October. SK welcomed the possibility that PPG members might be able to promote the survey and assist patients with completing it in the waiting areas. In order to identify PPG members to other patients, SK will provide two generic PPG badges for volunteers to wear whilst present in that capacity.

NF will contact the group to ask if/when they might be willing to spend time in the Practice for this purpose and will then draw up a rota and inform SK as to who will be there when.

7 Report from SCCG PRG

PH explained more about the PRG in KC's absence. The PPG needs to nominate three representatives two of whom may attend at one time. LJ offered to attend the November meeting.

8 AOB

There was no time for this.

Items carried forward:

Selection of representatives for the PRG

Membership of the group following resignations

Arranging speakers for patients on health issues such as Osteoporosis

9 Date of next meeting

Thursday 19th November