



Patient Participation Group Meeting held at the Stag Medical Centre

Thursday 26th of April 2012

Minutes of the Meeting

Present:

Tony Drew
Jenny Drew (chair)
Elaine Laurie (secretary)
Heather Hind
Margaret Law
Eileen Brooks (publicity)
Kath Perry
Peter Appleby
Christine Pigg
Iris Wilde
Gill Stokes
Judith Horsfield

Apologies:

Colin Dubber
Catherine Lord
Mary Gascoigne
Pippa Harder
Chris Thompson
Tracy Ingham

1.0 Welcome and introduction

1.1 Jenny welcomed group members and apologies were noted.

2.0 Group Business

2.1 Approval of minutes of last meeting held Thursday 26th April 2012.
The minutes were accepted and approved by all.

2.2 Matters arising
There were no matters arising

2.3 Election for Vice-Chair
Kath Parry volunteered and her contribution was gratefully accepted.

3.0 Publicity –Spring Newsletter Eileen Brooks

Eileen presented the final draft of the first Spring issue of the practice newsletter The Newsletter was proof read and further amendments were approved by the group.

The design, introduction and the basic layout were agreed by the PPG Group as being fine. The final draft will be amended by Eileen. Eileen is to liaise with Tony Drew re-newsletter printing.

Jenny and Tony had obtained quotes for the printing of the newsletter - £174 plus vat for 500 on 150g silk or £210 plus vat for 1,000 on 150g silk. The group decided that 1,000 was the better value. Chris Thompson (Practice Manager) had previously agreed the prices for the printing and once the amendments had been made it would be sent for printing. The Stag website will have the newsletter on for people to read and it may be put into local pharmacies.

3.1 It would be ready for the next meeting when the group will address the distribution possibly by being handed out to patients as the survey was.

3.2 Newsletter name was agreed as Practice News.

4.0 Action Plans arising from GP Practice Survey Results-Jenny Drew.

4.1 Short Term Action Plan Feedback

Richard Potter from the PCT contacted Chris Thompson to congratulate the PPG. He said he had never seen a survey done so well and the report was excellent. He asked Chris to pass on his thanks for all the hard work into achieving this result. The practice will get funding which will go into the general pot of money for practice improvement. The first of these is for new female GP partner who join the practice in the near future. The GP partners have agreed they will consider requests for any new equipment the PPG consider is necessary.

- Three out of the four short term plan items have been addressed.
- We are still waiting for the clocks at both surgeries.
- The sanitizer dispenser is in place with instructions of how to use before touching the touch screen.
- The 0845 phone number is to be dealt with by the PCT but we are not sure when it will be changed.
- The problem with the Systems online prescription request has been sorted and can now be seen by the receptionist dealing with online repeat prescriptions.

Jenny commented on such a quick turn around on the short term actions and thanked Chris Thompson, GP partners and all staff for their prompt attention to these issues.

4.2 Long Term Action Plan Feedback

Iris Wilde is involved in obtaining art work associated with the Olympics for primary school children at Herringthorpe Infants School.

5.0 Website development –Tony Drew.

5.1 Tony talked about developing the website so that people can send in ideas to the PPG. Also, putting more information on and getting feedback. Anne asked if he knew how many hits we get on the web. The addition of a counter on the website will be added to the development list.

A small sub-group to meet at Jenny and Tony's to discuss website items concerning the PPG will take place on the 11th of May at 11am.

Peter/ Heather/ Elaine will join Tony and Jenny as a website sub-group.

5.2 Tony suggested uploading all the agendas and minutes of meetings to the website – to be discussed at the subgroup meeting on 11th May

6.0 News from the practice.

Doctor Clitheroe is now a permanent partner within the practice

7.0 Any other business

There was no other business

8.0 Next meeting

Thursday 17th of May commencing at 6pm the Stag Medical Centre.

Jenny closed the meeting at 7:15pm thanking everyone for their participation.