**DRAFT** Minutes of Scorton Medical Centre

Patient Participation Group Meeting

Scorton Memorial Institute

Tuesday 18th October, 2016.

**Present:** Patients – M Pettit, M Steckles, Ana Van Niekerk.

Staff Caroline Harker, Dr Judith Dootson

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| **AGENDA ITEMS** | **ACTION** |
| **WELCOME**  MS welcomed everyone, H&S covered, and thanked Abbey Care for hosting the PPG and providing tea, coffee & biscuits. |  |
| **APOLOGIES**  Apologies had been received from J.Branch,Shirley Briggs, Yvonne Boothroyd, H Ellis, Debra Gorman, David Hill, Damian Hunt, Ray McKnight, Ian Robinson, Rachel Stowe, Steve Wardell, Carol Wells |  |
| **MINUTES FROM THE LAST MEETING 11th July 2016**  MS passed copies of the last meeting around – it was agreed they are a true representation of the meeting. |  |
| **NEWS FROM THE PRACTICE:**  It was suggested that there might be a Xmas lunchtime event for patients at the Medical Centre one Friday in December, with mince pies and mulled wine. Caroline is to ask a supplier to sponsor the occasion and confirm a date & time when known. | Send out invitations when date known. |
| **Members**:  There should be an election for PPG officers as it is now a year since the PPG inception.  **The Patient Questionnaire:**  A total of 340 questionnaires were completed which represents almost 10% of the total patient list. It was agreed that this was a very successful outcome. It was also noted that the answers had come from a wide cross section of age and gender groups.  A graph of the results were circulated together with a list of the comments made by patients.  It was suggested that a small table is placed in the waiting room for the PPG to set out information for patients.  **The Bank Account;**  Melva reported that the PPG bank a/c has been set up and the cheque book and paying in book have been received. Melva also confirmed that the grant of £300 from NYCC had also been rec’d and paid into the a/c. | To produce;  1xA4 report.  1xA4 recommendations  1xA4 challenges  Medical Centre to provide a table.  A cheque was agreed to be signed for £50 to pay Melva for costs incurred on behalf of the PPG so far. Receipts shown. |
| **NAPP**  The annual renewal is due of £40 at the end of November’16.  **News from the Medical Centre.**  The CCG is holding an Extraordinary Governing Body meeting 27th October’16—Transforming Communities.  **PPG Newsletter**  **CAB**  **DATE OF NEXT MEETING**  **Monday 7th November’16 At Elizabeth House.** | It was agreed to pay it from the PPG a/c.  To be considered.  To be contacted. |
| **Meeting closed 8.30pm.** |  |