**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 recommendations1xA4 challengesMedical 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.** |  |