Minutes of Scorton Medical Centre

Patient Participation Group Meeting

Scorton Memorial Institute

Monday 12th October, 2015

**Present:** Patients –F Bacon, Y Boothroyd,D Hill, I Robinson, M Steckles, A Van Niekerk,

Practice Manager, C Harker.

|  |  |
| --- | --- |
| **AGENDA ITEMS** | **ACTION** |
| **WELCOME**  MS welcomed everyone. |  |
| **APOLOGIES**  Apologies had been received from D Gorman, D Jones, R Stowe, and S Wardell.  Dr J Dootson |  |
| **MINUTES FROM THE LAST MEETING 12th October’15**  MS asked if everyone had received a copy – all confirmed they had and agreed they are a true representation of the meeting. |  |
| **NEWS FROM THE PRACTICE**   1. The practice agreed to pay £60 1st year membership of NAPP, but no expenses & 2nd year not guaranteed. 2. Any survey of patients must be conducted by the PPG and analysed by them at their cost; no replies through the surgery staff. Dr Dootson asks for some feedback on patient access to be included. 3. Any notice promoting the PPG to go on the PPG noticeboard must be cleared by C Harker. 4. Press releases and local Parish newsletter notices from the PPG must be cleared by C Harker. 5. The practice is amenable to hosting health and information sessions and a room on the ground floor is available on a Weds afternoons. CAB, Relate, Age UK, Carers, Obesity are possible groups. 6. The Practice web site is upgraded/run by Dr James. No on-line registrations are allowed. 7. The practice does not need financial help for small equipment but will review in 2016. 8. The PPG suggestion for a bench seat outside the surgery was declined. |  |
| **Members resolved next Steps for Jan. 2016:**  The PPG committee decided to start immediately on:  A **press release** to be confirmed for the next PPG meeting.  A **newsletter;** Title, logo, contents and frequency.  A **survey;** members decided to run the first survey in the Medical Centre waiting room over two weeks and at various times of the day in order to capture a cross section of patients. Members will work out a rota to accommodate their availability. A secure box for receipt of completed forms is required and name badges for members.  **Health and Information drop ins**:  The practice will make a room available on Weds afternoons; Chair to contact relevant groups to enquire about possibilities of attendance.  Review PPG **notice board** in waiting room.  Comment on practice **web site**. | A draft press release was reviewed and some suggestions made.  Members to look at other PPG’s newsletters for ideas.  Members to look at other PPG’s surveys.  Name badges to make.  Survey to design.  Melva to write appropriate letters.  Members to bring ideas for the board.  Members to review and comment. |
| **DATE OF NEXT MEETING**  Monday 30th November 2015 –VTBA 7.00 pm |  |
| **Meeting closed 8PM** |  |