

**Patient Participation Group Meeting held at The Stag Medical Centre**  
**Minutes of Meeting Thursday 10<sup>th</sup> July 2014**

Present

Chris Thompson (Practice Manager)  
Tracey Ingram  
Jenny Drew (Chair)  
Chris Peters (Vice Chair)  
Elaine Laurie (Secretary)  
Peter Appleby (2<sup>nd</sup> Signatory)  
Tony Drew  
Len Wilson  
Christine Pigg  
Pippa Harder  
Gill Stokes

Apologies

Iris Wilde (Treasurer)  
Tony Robinson  
Heather Hind

Abbreviations used:

Care Quality Commission	CQC
Clinical Commissioning Group	CCG
Clinical Reference Group	CRG
National Association of Patient Participation	NAPP
Rotherham, Doncaster and South Humber NHS Trust	RDaSH
Dementia Action Alliance	DAA
Active Always	AA
Enhancement Service Specification	ESS

Chair-Jenny Drew

Ground Rules Reminder (on laminate cards)

Terms of Reference (on laminate cards)

**1.0 Welcome and introduction**

1.1 Jenny welcomed group members. Apologies were noted

**2.0 Group Business:**

2.1 Approval of minutes of meeting held 12<sup>th</sup> June 2014

2.2 Matters arising

2.3 We were congratulated at the PPG Network for our award from the NAPP.

A letter of congratulations was received from Dr Abbey and Partners and from Dr Kitlowski – Chair of the CCG which is now displayed on the notice board at both surgeries. Jenny is to present at the Practice Managers Forum on the 22<sup>nd</sup> July on 'How to grow healthy PPGs'

The screen for Rose Court still to be arranged. Chris will keep us updated.

The issues concerning certain GPs attitudes. They have been made aware and hopefully with not arise again.

Reception staff have been made aware of certain issues. They must to introduce themselves on the phone and conduct of some must improve.

Appointment system still having minor problems and reception staff have been made aware that limited appointments can be opened when necessary.

Tony Robinson has leaflets from South Yorkshire Police on domestic abuse.

Pippa has done prepaid prescriptions notices for both surgeries.

Yorkshire Housing can provide equipment and notices for anyone who may wish to know who is at their door.

**3.0 News from the Practice.**

The newsletter is almost completed which will be laminated for both surgeries. Some copies may be printed for the patients. The website will include the newsletter.

**4.0 Any other business.**

4.1 The notice on parking for patients only has been displayed.

Treasurers have been appointed and banking arranged. A new Dictaphone for the secretary will be purchased.

**4.2 Flu Clinic days at Stag Surgery -**

Friday 26<sup>th</sup> September all day, Tuesday 7<sup>th</sup> October 9am-1pm.

PPG group to be involved in raising money for MacMillan, Rotherham Cancer Care and Talking Newspaper at the 26<sup>th</sup> September flu day and 7<sup>th</sup> October flu morning. Coffee, tea and cakes and raffles, so please bring pennies. All information will be available in the newsletter.

Development for PPG Role descriptions to be looked into ready for the AGM when the draft Constitution will be ready as we now have a Treasurer and 2<sup>nd</sup> Signatory.

Jenny thanked all.

**5.0 Next meeting Thursday 14<sup>th</sup> August 2014 at 5.30pm.**

No September meeting.

Meeting closed at 6.36pm

EI27/07/2014