

Spinney Medical Centre Patient Participation Group meeting
Monday 13th November 2017

Present: Mary Ratcliffe, Kerri Jones, Katie Power, Tony Vickers, Graham Palmer

Apologies: John Fircrough, Linda Thwaite

Agenda item	Discussion	Actions
Minutes of last meeting and action points	Flyer for patient's wishing to register with Patient Access has been drafted, along with an appointment card. Both these were agreed as appropriate with just a couple of edits in how things are worded.	Katie to amend discussed changes
Merger Updates	Hollybank Merger is currently on hold as Dr Cox is off sick. Hopefully more group work will be done with the surgeries on small projects with the other practice managers.	Kerri to keep merger updates on the agenda until further notice
Team Changes	Dr Somesan has unfortunately left the Spinney to become a partner in a practice in Irlam. Katie explained there is a job advertisement on NHS jobs, post open for new applicants until 10 th December. However not much interest. There was a discussion around the costs of taking a GP on from an agency, and the difficulties this creates financially.	
NAPP Building Better Participation Goal 1 & 2	The group discussed draft of "Statement of commitment" (for goal 1: core principles for effective working) and agreed with the content. Couple of grammatical and spelling errors to be edited. Also read over the proposed document for goal 2, ground rules and what is expected of you as a PPG member. All in agreement with this. Suggestion made to make these 2 documents visible in patient waiting area to give more details of the PPG.	Katie make minor edits (spelling and grammar)
Goal 3	Brief discussion around goal 3 which is about various methods of communication and flexibility for all involved in the PPG. The group then agreed to take a goal each, and work through it in time for the next meeting. This will speed up the process of updating things and in getting a 12 month plan into place. Goals 1 & 2 have been completed. Goals 3-7 allocated. Note: NAPP "Helping PPGs work well" can be used as a guide for these goals.	Kerri: Goal 3 Mary: Goal 4 Graham: Goal 5 Katie: Goal 6 Tony: Goal 7 Drafts to be taken to next meeting. To keep in touch via email between now and next meet.

Date of AGM	Agreed March 2018 is best time to arrange AGM, especially as it will be towards the end of the financial year. A date will be agreed and all members notified.	
AOB: <ul style="list-style-type: none"> • Change of meeting times to accommodate clinical attendance • GP assistance programme update • Recruiting PPG members 	<p>Katie sought permission to close the surgery to facilitate meetings through the day to enable input from clinicians who cannot attend evening meetings. Tony can only do Thursdays. <u>Note next meeting will be in the Spinney waiting area (see time and date below).</u></p> <p>Katie has been receiving feedback from learners and mentors and is working with relevant clinical leads to make amendments and improve the course material.</p> <p>Kerri asked whether we could have a page on the Spinney website where current PPG members can introduce themselves, talk about their involvement; why they do it, what they get from attending meetings etc. and to offer encouraging words to potential new members.</p>	<p>Katie to check whether this is possible and feedback to group.</p>
<p><u>Date and time of next meeting: Thursday 1st February 2018 at 1-2pm</u> At the Spinney Medical Centre (<i>In the main waiting area of the surgery</i>) Please send apologies to kerri0986@gmail.com or contact the surgery on 01744 758999.</p>		