

<b>Minutes of Patient Participation Group Meeting</b>
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<b>Date:</b>	25 <sup>th</sup> June 2012
<b>Attendees</b>	Practice Representative: Linda Smith - Practice Manager(LS), Dr Liz Morrison – GP (LM), PPG representatives: Rhoda Andrews (RA), Lynne Leeming(LL)
<b>Apologies:</b>	Mandy Rudczenko (MR)

<p>LS Chaired the first meeting of the Anstey Surgery Patient Participation Group (PPG) and welcomed everyone to the first meeting. Following introductions each member gave a brief explanation as to their interest in joining the PPG and what each hoped to be able to achieve.</p> <p>LS explained that the surgery has affiliated with the National Association for Patient Participation (NAPP), and handed each member a copy of their latest quarterly newsletter.</p> <p>LS read out the ground rules, and then the group discussed the aims and objectives of the PPG.</p>	
<p><b>Agenda Items</b></p> <ol style="list-style-type: none"> <li>1. The PPG would like to attract more members to join – it was agreed to see if a small article can be published in the local parish magazines to inform people of the group and its purpose and whom to contact if they are interested in joining.</li> <li>2. Additional copies of our joining leaflet will be printed and LL will display in her shop in the village.</li> <li>3. For the practice to provide a notice board for the PPG to advertise itself to our patients. It was suggested the notice board could be located next to the prescription box.</li> <li>4. Photographs – it was suggested that photographs be taken of all the key surgery staff and displayed in the reception area, so patients are aware of whom the key staff are. This would help when booking appointments etc</li> <li>5. Fundraising was discussed and it was agreed that this would not be appropriate at this time.</li> <li>6. Services – the change in the non-urgent ambulance booking process was discussed and it was agreed that we would monitor the effects on our patients. It was noted that in this year's survey a question relating to this service could be added to it.</li> <li>7. Health Awareness Days – there is a national calendar of events which the group thought might be useful to promote an event in the future.</li> </ol>	<p>LS/LM/LL</p> <p>LS/LL</p> <p>LS</p> <p>LS</p> <p>All</p>

<b>Date of Next Meeting</b> <b>Monday August 13<sup>th</sup> 2012 at 6.30pm – Anstey Surgery</b>	