



Church Street Medical Centre
 11b Church Street • Eastwood • Nottingham • NG16 3BS
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Practice Meeting: Minutes

Ref: S:\CHURCH STREET\INFORMATION CS\PATIENT PARTICIPATION GROUP\MINUTES OF MEETINGS\2016\Minutes
 Version: 14.01.01



Nottingham West
 Clinical Commissioning Group



Meeting Date: **Tuesday 23rd February 2016 at 2:50pm**

Meeting Type: **Friends Meeting**

AGENDA

1. Apologies	Chair
2. Review of last minutes	Chair
3. Newsletter	All
4. Practice Survey January 2016	All
5. PPG Report and Update	JM/TB
6. Mystery Shopper	Debbie
7. DNA figures	All
8. Any other business	All
9. Date of next meeting : Tuesday 5 th April 2015 at 2.30 pm	

ATTENDEES:			APOLOGIES
Rosemary Weir	Brian Griffin	Debbie Brookes	None
Suzanne Sheils	Pauline Beech	Richard Biscoe	
Mick Wagstaff	Joan Morley	Teresa Burgoyne	

<u>SUBJECT</u>	<u>NOTES</u>	<u>ACTION BY AND DATE</u>
Review of last minutes	All agreed was a true record of the meeting	
Newsletter	All agreed Teresa has done a fabulous job and it was suggested this could be produced quarterly. Copies are being handed out by reception and copy displayed in waiting area.	TB – ongoing Reception
Practice survey January 2016	Debbie thanked all the PPG members who had come in to surgery to get this done in record time. Results not yet published.	
PPG Report and Update	Patient Reference Group Highlight Report from NWCCG attached to minutes	
Mystery Shopper	The practice performance improved in the recent survey. All agreed this was helped by the increase in GP appointments and extended hours programme.	
DNA Figures	At the last meeting members requested the dna figures for December. Debbie agreed to gather the data and update the Jayex board.	Debbie Brookes Completed 24/02/16
<u>Any other business</u>		
New members	We have five patients who have expressed an interest in joining the group. As the constitution states a	

Minute Taker: **Debbie Brookes**



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	<p>maximum of 12 it was agreed that two married couples should be offered joint membership and alternate attending the meetings.</p> <p>Joan agreed to liaise with the new recruits and invite them along to the next meeting. Virtual membership was also discussed.</p>	JM
Lending library	This project is now gathering pace. Teresa agreed to liaise with one of the practice team and research purchasing a suitable book case.	TB
Appointment logging on screen	A member asked how often the screen is wiped. Debbie agreed to liaise with the cleaning team and report back to the group at the next meeting.	DB Actioned 25/02/16 Member of cleaning team have confirmed the screen is wiped by them daily
Community Transport Scheme	As the groups appeal for funding to provide transport following the Kissing It Better campaign had been declined by the CCG the group wanted to offer an alternative to patients. The Community Transport Scheme is currently being promoted in the newsletter and it was suggested GP's could take out printed slips on their visits to increase the practice's uptake.	DB
Changes to parking restrictions outside the surgery	Brian agreed to get in touch with Notts County Council regarding the proposed disabled parking and double yellow line application.	BG Actioned 24/02/2016 Brian has liaised with Notts CC this will be carried out in the next 14 days

Copy of minutes to be circulated to attendees and all members not at the meeting

Date of next meeting : Tuesday 5th April 2015 at 2.30 pm

Minute Taker:	Debbie Brookes		
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