



Church Street Medical Centre
 11b Church Street • Eastwood • Nottingham • NG16 3BS
 Tel: 01773 712065 Fax: 01773 534295
 www.churchstreetmedicalcentre.com

Practice Meeting: Minutes 20.11.14

Ref: S:\CHURCH STREET\INFORMATION CS\PATIENT PARTICIPATION GROUP\
 MINUTES OF MEETINGS\2014\Minutes 20.11.14 Version: 14.01.01



Nottingham West
 Clinical Commissioning Group

Meeting Date: Thursday, 20 November 2014 at 6pm

Meeting Type: Friends Meeting

AGENDA

1.	Apologies	Chair
2.	Review of last minutes	Chair
3.	Lifestyle Events	JM/MW
4.	N.A.P.P. login	NLT
5.	Request from Hama medical Centre and Church Walk surgery from representative of their PPG. Wanting to know if we would mind if they visited our meeting	JM
6.	Health service journal awards 2014	TB
7.	2014 Flu campaign	NLT
8.	PPG Update	JM/TB
9.	Friends and Family Test	NLT
10.	Jayex/Practice Noticeboards/ New Seating Plan	NLT
11.	Staff Changes	NLT
12.	Volunteer bureau / taxis progress report	NLT
13.	Student Designs	All
14.	2015 Meeting dates	All
15.	Any Other Business: Ex armed forces personnel	All
16.	Date of Next meeting: 21 st January 2015	

ATTENDEES:

APOLOGIES

Neil Lindsey-Taylor	Richard Biscoe	Debbie Brookes
Rosemary Weir	Suzanne Sheils	Margarite Oldham
Teresa Burgoyne	Brian Griffin	
Joan Morley		
Mick Wagstaff	Pam Bradley (Hama)	

SUBJECT:

NOTES:

**ACTION BY &
DATE:**

Review of last minutes	All agreed they were an accurate record of the meeting	Completed
Life Style Event	All members who were involved in the organisation and delivery of the events felt they were a resounding success. A further event was planned for the Kimberly area in April. NLT requested emailed copies of the promotional material to display on the Jayex board	JM/MW when available

Minute Taker:	Neil Lindsey-Taylor	Date:	20 / 11 / 2014	Next Meeting Date:
Authorised by:	Neil Lindsey-Taylor	Date:	20 / 11 / 2014	21 / 01 / 15



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Meeting Date:	Thursday, 20 November 2014 at 6pm	Meeting Type:	Friends Meeting
N.A.P.P. login	FriendsofCSMC@gmail.com Password : Friends1		To be tested by TB
Request from Hama medical Centre and Church Walk surgery from representative of their PPG. Wanting to know if we would mind if they visited our meeting	All had agreed prior to the meeting that representatives from both practices may attend. Pam from Hama Medical Centre was in attendance for this meeting, to which all offer a warm welcome. Pam offered the opportunity for members to attend their meetings.		All to let JM know if the wish to attend.
Health service journal awards 2014	Teresa had attended the Health service journal awards 2014 in London for which Nottingham West CCG had been nominated Teresa was presenting with Broxtowe borough council in support of the nomination. Unfortunately they did not win this year's award.		completed
2014 Flu campaign	Neil updated the meeting on the success of this year's Flu campaign. To date 2144 injections had been administered, with the practice on target to beat last year's percentage achieved. Next year's Flu clinic was discussed. As per local agreement Church Street Medical Centre has first choice of dates over Church Walk Surgery. All felt that the last Friday in September was too early give the warm weather of 2014 which impacted on Church Walk Surgery. 3 rd October was agreed as the best date.		NLT to update in January. Flu clinic to be set for 3 rd Oct 2015
PPG Update	Two PPG meetings attended by Joan and/or Teresa Joan updated the group about the meetings attended. Minutes of the meetings are available at http://www.nottinghamwestccg.nhs.uk/index.php/patient-and-public-voice/patient-reference-group		completed
Friends and Family Test	Neil updated the meeting on the practice preparation for the launch of the FFT surveys. Working in collaboration with the other practices in the CCG group a joint full colour form had been produced, which all members liked. These would be available for patients to complete from the 1 st December with an online version going live the same day.		NLT to report back initial returns at the next meeting.

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Jayex/Practice Noticeboards/ Seating Plan	New	<p>Since the last meeting, following on from the 'kissing it better' initiative. The whole ground floor had been redecorated, followed by the introduction of a large screen version of the Jayex board which provided health promotion materials and audio as well as visual patient calling. At the same time the layout and direction of the waiting room seating had been changed to increase privacy at the reception desk and focus patients on the health information provided. All members agreed that the changes were a significant improvement on the previous layout and process.</p> <p>Brian requested that community events and activities also be promoted via the Jayex board, feeling that loneliness was a major issue for those living alone or had lost a partner.</p>				<p>Members to feedback any improvements they might identify at the next meeting.</p> <p>Members to supply or encourage groups to supply materials for the practice to display electronically</p>	
Staff Changes		Neil informed the group that S Lacey Practice nurse would be retiring at the end of January and that recruitment was now underway.				NLT to update at the next meeting	
Volunteer bureau / taxis progress report		Neil reported that no progress had been made in finalising the criteria for patients.				NLT to follow up with Dr P Exley	
Student Designs		As part of the 'Kissing it Better' initiative we had now received designs for the murals to be considered for use in the Phlebotomy room and Room 8. All members identified their preferences.				NLT to progress with the school	
2015 Meeting dates		21 st January	18 th March	20 th May	15 th July	All	
		16 th Sept	18 th November all to commence at 2:30pm				
Any Other Business:		Joan asked how ex-armed forces personnel were flagged on the system.				NLT to feedback	
Date of next meeting :		21 st January 2015					

COPY OF MINUTES TO BE CIRCULATED TO ATTENDEES AND ALL MEMBERS NOT AT THE MEETING

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