

Meneage Street Surgery Patient Participation Group

Minutes of Meeting 2 December 2013

1. The Chairman, Michael Wilson, welcomed members present:

Anne Cantillon, Carol Cookson, Karen Ivey &, new member, Peter Kitchen.

Surgery Staff: Linda Granger *Managing Partner/Practice Manager (LG)*
Gill Dodson

2. Apologies:

Julie Williams

Nicola Hale & Chris Luff have both resigned from the Committee

Surgery Staff: Tanya Thomas

3. Minutes of the Meeting: held on 16 September 2013 were agreed & signed as a true record

4. Matters arising:

- *fact sheet:* *ongoing*

5. Ground Rules:

- to be carried forward until more members are present.
- **Confidentiality Agreement:** signed by those not at last meeting & given to the Secretary

6. no agenda items received from PPG

- following discussion it was decided that there is a need to recruit more members; a flyer will be available from reception & practice website

7. Plans etc:

- **patient questionnaire:** for 2013/14 to be devised; ideas for questions should be emailed; to be discussed & finalised at next meeting
- PPG members to spend time talking to patients in the waiting room with the questionnaire

8. AOB: none

9. Date of next meeting: 18.30 Tues January 14 2014 at the surgery.

The meeting closed at 19.20pm.