

THE CLIFT SURGERY

PPG Meeting Wednesday 15th March 2017

ATTENDED

John Darker (JD) – Chair David Gent (DG), Richard Wood(RW), Vicky Clarke(VC), Ian Wilson (IW), Antonia Dewhurst (AD), Steve Myers (SM), Nigel Fisher(NF), Sarah Roberts (SR) & Margo Scannelli (MS)

APOLOGIES

Howard Perkins

MINUTES OF LAST MEETING

- The minutes of the last meeting Tuesday 24th January 2017 were approved agreed to be circulated to the virtual group and put on the PPG notice board.

MATTERS ARISING

- As had been mentioned the practice is to get a new website

AGENDA

- **Steve Myers new member** – The group welcomed Steve.
- **Chair** – JD had said he had been a member for the past six years and felt that the time had come to bring fresh thinking to the group. He is willing to stay on as chairman until the new chair has settled in however, he would like to retire from the group altogether. NF thanked JD for all his input over the past six years. VC said she would take over as Chair if
 - The PPG could act as a conduit for non-medical concerns with the patients
 - It were consulted and informed about changes (for example triage)
 - Would need some help from (SM) at the outset on IT matters – NF & SR agreed that this was reasonable. SM agreed to help with IT matters.
- **Newsletter** – NF agreed it would be good to have a newsletter this would probably be on a twice yearly basis. NF said it was a busy time in the practice at the moment but something that he and SR would try to get staff on board with. AD said she would contact Rachel Barclay Smith re printing it in the Bramley Magazine. JD and DG said they would contact the Villager and Loddon Link. AD said she would suggest Rachel should run an article with photos about the PPG with names and contact details. SR said that they were hoping to employ an apprentice and that the newsletter could be part of their remit.
- **Virtual Group** – The PPG can't access the virtual group due to patient confidentiality SM to set up a new virtual group email. MS to export existing group details to SM.
- **Website** – The practice is planning to change website provider and telephone equipment. SM offered to help with the choice of telephone equipment, recognising that there may be NHS constraints.
- **Annual Questionnaire** – The PPG would like to organise a questionnaire to be agreed by the surgery and emailed to the virtual group. SR will send through the questionnaire Nick Hutton had devised and used when he was chair. AD said she would be happy to go into the surgery from time to time to chat with patients about

the PPG, give information about what we are for and ask for any feedback about the surgery.

- **Notice Board** – It was discussed that this was out of date and needed updating.
- **Keeping the PPG informed** – SR & NF agreed to meet regularly to discuss PPG and email them to inform them of any progress or changes going on within the surgery in between meetings.

AOB

- No other business

Next meeting Monday 8th May 2017 at The Clift Surgery 1 – 2pm.