

MINUTES OF THE PPG MEETING HELD ON 27th NOVEMBER 2017

Members Present: Naina, Karen, George, Beryl, David, Shani, Hyacinth and Tracy.

Apologies: Avril, Pam, Beverley

ITEM	DETAILS	ACTION BY
<p>1. Matters arising from last meeting</p>	<ul style="list-style-type: none"> • Minutes of October 2017's meeting agreed. • Corrections Item J. A.O.B – Prostate not Prostrate • LEG & PEF Update Naina informed the group that both the LEG & PEF have been put on hold. No new information at present. LEG - meetings with all groups in tri boroughs (Redbridge, Barking & Dagenham and Havering) PEF – meeting with all local patient groups 	
<p>2. Agenda Items</p>	<p>a) Committee meetings ????????????</p> <p>b) Items from Karen</p> <ul style="list-style-type: none"> • Prostate – Completed list of people to invite and is awaiting approval from Dr Clark. (Dr Clark is currently on holiday and Karen will be on holiday next week) Forms will be sent out first few weeks of January 2018. George agreed to assist stuffing envelopes and collating the responses. <p>c) New GP's – Interviews have begun for new GP posts. I potential individual had an informal conversation with Karen & Dr Sood. 3 people will be interviewed by Dr Clark & Dr Sood for the vacant posts. Karen will update at next meeting.</p> <p>d) Mori Poll – Karen met with Shani, & Hyacinth to produce the survey. 2 separate surveys to be conducted separately. 1. Patient experience 2. Accessing Appointments. The questions to be agreed by the PPG group. Naina said that it would be good if members could attend the surgery to help patients complete the forms. The first survey will be on Patient Experience. A pile of forms will be available on the worktop in the training room for patients.</p> <p>e) PPG Meetings</p> <ul style="list-style-type: none"> • Meetings will be held at 7:00 pm on the last Monday evening of each month on a 6 month trial basis. <p>f) Suggestion Box Beryl reported no responses from patients.</p> <p>g) Newsletter</p> <ul style="list-style-type: none"> • Shani met with David and Hyacinth separately to work on items for the production of the newsletter and looked at the following areas. <ul style="list-style-type: none"> - AGM - New Members - Information on the PPG Group 	<p>Karen/George</p> <p>Karen</p> <p>All</p> <p>All</p> <p>Beryl</p>

	<ul style="list-style-type: none"> - Missed appointments - Flu Jab - Dementia group - Prostate group <ul style="list-style-type: none"> • Shani produced a first draft but experienced difficulties in emailing it to Karen. Shani to resend to Karen omitting the data on the AGM. • The PPG aims to produce 4 newsletters per year on a quarterly basis. <p>h) Information Stands</p> <ul style="list-style-type: none"> • Naina received a response back from Palms Medical Centre re taking part in a joint Health Awareness Day at Newbury Group Practice. They thought it would be a good idea however their meetings are bi-monthly with the next meeting being in January 2018. So will bring to their member at their next meeting in January 2018. <p>i) Terms of Reference</p> <ul style="list-style-type: none"> • The new terms of reference pack is ready and will be carried forward to the New Year. <p>j) Christmas Party</p> <ul style="list-style-type: none"> • The surgery has kindly agreed to fund our Christmas party. Will be held at Toby Carvery in South Woodford. <p>k) A.O.B</p> <ul style="list-style-type: none"> • PPG Stand – Shani suggested a PPG Stand to recruit new members. Naina requested dates from any members with free time to come in. All to pass on their availability dates to Naina. 	<p>Shani</p> <p>Naina</p> <p>All</p> <p>All</p>
3. Future Plans	<ul style="list-style-type: none"> • Self Help Groups – try and start up for bereavement, mental health etc. • Revise communications & contact meetings with GP's of surgery 	
Meeting Closed	Date of Next Meeting: Monday 29 th January 2018 @ 7:00 pm	