

KINGFISHER SURGERY

MINUTES OF PPG MEETING
Held at Kingfisher Surgery
Wednesday 2nd July 2014 at 7.30pm



Present:

David Jones; John Burnett; Christine Aldridge; Sylvia Chapman; Wendy Church; Eva Mangle; Sandra Adkins; Jean Forrest.

Apologies: Martin Neville

Introductions:

Each member of the group introduced themselves giving brief details of their experience and reasons for joining the Group.

Election of Officers:

- **Chair: David Jones**
- **Vice-Chair: John Burnett (+ Group Representative to MK Congress)**
- **Secretary: Jean Forrest**
- **Treasurer: Sandra Adkins**

It was agreed that good communications between the PPG and fellow patients is a high priority and **Eva Mangle** agreed to take on this role.

DJ and JB are the only members with previous experience of the PPG and it was agreed to review the appointments in six months.

Quorum: A quorum of 5 members was agreed

Frequency of meetings: Initially monthly until things are more settled

Terms of Reference:

DJ circulated the Terms of Reference used by a previous incarnation of the Group. This was discussed and amended for presentation at the next meeting

Items to be discussed at future meetings:

- Report from Congress (monthly update)

Priorities for work plan:

- Contribute to Procurement
- Improve access (i.e. appointments; telephone consultations, home visits etc.)
- Contribute to review of range of services & staff mix
- Improve confidentiality / privacy in reception area
- Improve reception area
- Improve website
- Develop communications with PPG members

DJ to refine list so it can be circulated with requests for leads prior to next meeting

Date of Next Meeting: Wednesday 30th July at 7.00pm (JF to check that Surgery is available)

The meeting closed at 8.30pm

PATIENT PARTICIPATION GROUP