

**Minutes of PPG Meeting  
Held  
at Kingfisher Surgery  
On  
Wednesday 14<sup>th</sup> January 2015**

**Present:**

David Jones; John Burnett; Jean Forrest; Sandra Adkins; Martin Neville; Sarah Walker;  
Nick Walthew

**Apologies:**

Harriet Marshall; Nickie Homer; Sylvia Chapman; Eva Bangle

**Introduction:**

New members Sarah Walker and Nick Walthew introduced themselves to Sandra as she was not at the previous meeting.

**Minutes of last meeting: (3<sup>rd</sup> December 2014)**

It was noted that under item **Report from Congress** it should read 'Nick and Sarah'  
The minutes were then accepted as a true record of the meeting

**Matters Arising:**

David informed us that Harriet is leaving the Practice on 27<sup>th</sup> February and that Sharon Dodd has been appointed Deputy Manager and started on 1<sup>st</sup> January. Sarah Walker was involved in the recruitment process.

The Female doctor we hoped would join the practice declined the offer. Another female candidate is due to be interviewed on 29<sup>th</sup> January. Sarah will liaise with Harriet re the interviews but is not available so other members confirmed their willingness to participate.

Awaiting update on who was appointed to Clinical Lead.

Awaiting update on whether telephone issue has been resolved so reception desk can be moved back.

Concern was expressed that whilst progress has been made with regard to the website, it has now been going on for some time and there are still several things that need addressing urgently.

Another concern, is that there is still a lack of information on display in the surgery informing patients about surgery hours, Doctors on duty and when, etc.

The notice informing patients that they can ask to talk somewhere private doesn't seem to have been put up.

**Updates/News from the practice:**

As Harriet was unable to attend she will update at our next meeting on 4<sup>th</sup> February

**Report from Congress:**

John informed us that the Training budget for RMS (Referral Management System) has run out of money. Training will restart when new funding arrives.

A representative from the CCG (Clinical Commissioning Group) gave a talk to congress about their plans for the next two to three years. This is a difficult time for GP Practices and PPGs.

Out of 27 GP Practices in the area, 16 have PPGs that report back to Congress.

John explained that Congress does not have formal funding or Admin support and there is some overlapping with Healthwatch MK. There is a substantial HW presence at Congress and there are discussions going on as to how they can help each.

Anyone is welcome at the monthly Congress meetings and these are held at Sherwood Drive in Bletchley. The next one is on 19<sup>th</sup> January at 5.30pm.

**Work Plan:**

Please see attached updated work plan

**Any other Business**

Members noticed that there did not appear to be any questionnaires on reception for patients to take and complete, in preparation for the Tender and Procurement process which is imminent. A PPG member must be chosen to represent us in this process but we still know very little about it and the commitment that will be required. David was going to contact Elisabeth Fitzgerald to hopefully find out more about it.

John mentioned that Broughton Gate Practice are going through the Procurement process and David suggested perhaps John could contact them, with a view to 'hooking 'up.

**Date of Next Meeting: Wednesday 4<sup>th</sup> February 2015 at 7pm**

The meeting closed at 8.20pm