

# Minutes

# PPG Meeting

Monday 11 July 2016

6:00pm

<b>Present:</b>	Steve Shaw (Interim Chair) - SS James Barnard – JB Beryl Perrin - BP Peter Robinson - PR Dr Singh (Partner) John Roughton (Asst. Practice Manager) – JKR	
<b>Chair:</b>	Steve Shaw	
<b>Minute taker:</b>	John Roughton	
<b>1. Introductions</b>	The Group welcomed Dr Singh, Janita Nixon and Judith Whistler: introductions were made.	
<b>2. Apologies for lateness/Absence :</b>	Amanda Brikmanis - AB Gareth Brammer – GB	
<b>3. Minutes of last meeting:</b>	The minutes of the meeting held on 9 May 2016 were agreed.	
<b>4. Matters Arising (not covered elsewhere)</b>		<b>Action / Update</b>
<b>i. GP Survey</b>	Following discussion at our last meeting, this information was to contribute to the CRP meeting later this month.	
<b>ii. PC Hubs</b>	Peter was to arrange a speaker for a future meeting	PR
<b>5. Practice Update</b>	JKR gave his update on a number of topics:	
<b>i. Kerbs/ Pavements</b>	We continue to chase the Highways Authority PR suggested that we contact David Pearson, Head of Social Services	JKR
<b>ii. Prescriptions</b>	The Electronic Prescription Service (EPS) went live on 8 June 2016	
<b>iii. National Diabetes Audit</b>	We continue to subscribe to this audit.	

<b>6. The Self Care Hub</b>	<p>Presentation by Judith Whistler, Development Officer.</p> <p>Judith explained to the Group the role of the Self Care Hub and how it could accessed.</p> <p>Whilst information is available in book form, the information may be accessed via the website, which is updated regularly.</p>	
<b>7. Reducing Medicine's Wastage</b>	<p>Presentation by Janita Nixon, Pharmacy Technician.</p> <p>Janita outlined her work with this and other practices to streamline prescribing to patients to ensure that that the provision of medications was cost-effective.</p> <p>Additionally, she highlighted some areas of wastage, which she in conjunction with the Practice were looking to optimise.</p>	
<b>8. Future PPG Events</b>		
<b>i. In-Practice Event</b>	<p>The Group is planning to hold an in-practice event on Tuesday 11<sup>th</sup> October 2016 - Please see appendix A</p>	
<b>ii. Annual General Meeting</b>	<p>The Group are planning to hold our AGM on Monday 14 November 2016 - Please see appendix B</p>	
<b>9. Topics for next meeting</b>		
<b>i. CQC</b>	<p>CQC Presentation – John advised the Group that we were reviewing our Practice Presentation and suggested that Mohammed (PM) presented it at our September meeting.</p> <p>The Group felt there would be insufficient time for this important piece of work as there were other items they preferred to discuss.</p>	
<b>ii. GP Survey</b>	<p>Feedback from CRP following their review.</p>	<p>PR</p>
<b>iii. PC Hubs</b>	<p>See 4 ii above</p>	<p>PR</p>
<b>iv. October event</b>	<p>Final planning</p>	<p>SS</p>
<b>10. Any Other Business</b>		
<b>i. Mohammed/ John</b>	<p>John is unavailable for our September meeting and Mohammed will host</p>	

The meeting closed at 19:35

**Appendixes A & B** Please see separate documents