

Minutes

PPG Meeting

Monday 8th January 2018

6:00pm

Present:	Steve Shaw (Chair) – SS Mohammed Islam (Practice Manager) – MI Stephanie Chapman (Asst. Practice Manager) – SC Beryl Perrin – (BP) Dr Woods (Dr W)	
Chair:	Steve Shaw	
Minute taker:	Stephanie Chapman	
1. Introductions	SS welcomed all to meeting.	
2. Apologies:	Peter Robinson, Ken Sharpe, Amanda Brinkmanis, Gareth Brammer, Ian Sharpe, Linda Baugh	
3. Minutes from last meeting:	The minutes of the meeting held on 13 th November 2017 were agreed.	
4. Matters Arising not covered elsewhere	Matters arising from the minutes not on agenda: SS reported he is meeting with Jacqui Kemp from the CCG next Thursday (18 th January 2018). PPG leaflet – form amended to age range to replace date of birth.	Action / Update
5. Practice Update	Legionella report – MI advised that the latest legionella results were negative. Doctor First IT system (also called TC2) – No update. Recruitment - We have recruited a salaried female GP, Dr M Berhanu. We have two senior experienced GPs providing locum cover working with us, Dr K Aye (female) and Dr Kalique (male).	

6. Role of Pharmacist	Clinical Pharmacist to attend AGM	
7. Website review	Due to low attendance it was agreed to put on the agenda to be discussed at a future meeting.	
8. AGM planning	<p>SS announced he will be stepping down as Chair this year. SS to draft letter for Chair and Secretary applications.</p> <p>Date confirmed 12th March 2018. Proposed – speakers to deliver short presentation: Jacqui Kemp, Clinical Pharmacist and ANP.</p> <p>Text messages to be sent out to promote event.</p> <p>SC to organise refreshments.</p> <p>Agenda items: Welcome Apologies Chair's report Address by GP Partner Election of Chair & Secretary Date of next meeting</p>	
9. Topics for future meetings	<ul style="list-style-type: none"> • Practice Survey 	
10. Any Other Business	BP announced the Amazon Breast Group she is involved with has won an award and their fund raising has raised over £200,000.	
11. Date of next meeting	6.00pm 12 th March 2018	
	The meeting closed at 7.30 pm	