

*The Jubilee Practice
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NOTES OF THE PATIENT PARTICIPATION GROUP (PPG)
Date: 18th January 2016
Location: The Jubilee Practice

<p><u>1. Welcome and Introductions</u> The Chairman welcomed the group. Present were: Rachel Rowland (Practice Manager); Don Gifford (Chair), Maureen Whitehead, Thomas Whitehead, Joan Tracey, Maurice Tracey, David Croft.</p>	
<p><u>2. Notes of the last meeting</u> These were verified by the group as an accurate record of the meeting.</p>	
<p><u>3. News from the Practice</u> Rachel informed the group that the Practice had now recruited a new receptionist, Donna Mee. Donna will be working all day on a Wednesday and Friday.</p>	
<p><u>4. Update on Practice Accommodation</u> Rachel informed the group that Dr Hatton had met with the Ivy Medical Group last week. The Ivy Medical Group has asked for more time to look at our proposal and to think about this an option.</p> <p>Don shared with the Group The Ivy Medical Group's news update about the building which is on their website and also the update that The Jubilee Practice had given.</p> <p>Rachel informed the Group that The Jubilee Practice and Ivy Medical Group will be arranging a follow up meeting to discuss the proposals further. Unfortunately this may have a slight delay as one of the partners from The Ivy Medical Group is on annual Leave for 3 weeks.</p>	
<p><u>5. Friends and Family Test</u> Rachel gave a short summary of the latest results which are also available on our website. There have been no negative comments raised.</p> <p>Don commented that the Friends and Family test results that being given do not reflect the responses made in the practice GP survey.</p>	
<p><u>6. Newsletter</u> The Group thanked Rachel for putting together the Newsletter before Christmas.</p>	
<p><u>7. Focus and Ideas for the PPG</u> The Group discussed where the PPG needs to next focus attentions. Rachel advised that we could look at the GP survey to enable us to look at areas where the PPG may be able to support the Practice in improving the patient experience. Also we could look at producing a PPG leaflet in order to raise awareness of the group and try to encourage some more people to join the Group.</p> <p>It was agreed that Rachel would look into what other surgeries are doing to encourage more people to join the PPG and bring this information to the next meeting. Don also agreed to look at speaking to other PPG's and feed back at the next meeting.</p> <p>The Group also discussed whether the PPG could fundraise for items for the surgery/village. An example discussed was a defibrillator available for village use stored in a central place in the village. Rachel agreed to look into whether this was possible.</p>	

8. Any other business

In the absence of any other business the meeting closed.

9. Date of the Next Meeting

The date of the next meeting is 1st March 2016 at 10.30am at The Jubilee Practice