

MINUTES OF PATIENT PARTICIPATION GROUP MEETING

23RD AUGUST 2011

PRESENT:

Lesley Wilson	Practice Manager
Clare Furey	Administration Supervisor
Florence Gunn	Nurse Practitioner
Tim Wright	Patient
Gwen White	Patient
Eveline Robbie	Patient
Sheila Brown	Patient
Marjorie Robinson	Patient
Dave Green	Patient

APOLOGIES RECEIVED FROM:

David Willcox, Maureen Dale

- **TW** Discussion regarding ground rules for the group. Mind map developed and all agreed that we would display at every meeting. Discussion re what can a patient participation group do and what a patient participation group is.

ACTION: CF to prepare as power point presentation and e-mail to members of the group.

- Discussion re chairman and co-chairman . Agreed that Lesley Wilson would be chairman and that Sheila Brown and Dave Green would be joint co-chairman.
- Minutes of meeting to be e-mailed to those who sent apologies for not attending

ACTION: CF

- E-mail addresses of all members to be sent to each member before next meeting

ACTION: CF

- Minutes to have action points.

ACTION: CF

- Web site now live any suggestions to be e-mailed to CF
- Members visit to the new build to be arranged with builders

ACTION: LW

- Patient Participation Group link to be put on Website so that agenda and minutes can be seen by group as well as other patients.

ACTION: CF

- Is insurance needed for meetings?

ACTION: LW to look into

- Discussion re changes in surgery hours so appointments available throughout the day as well as open access. All agreed good idea.

DATE OF NEXT MEETING: 1ST NOVEMBER 6PM – 7PM