

## **MINUTES OF PATIENT PARTICIPATION GROUP MEETING – 7.9.11**

Attending: Lynn Baker, Ann Reed, Beryl Parkinson, Neil Topping, Doreen Hobbs, Josephine Carrington, Jacky Wagstaff, Gill Walker, Roger Beattie, Dave Lee, Evelyn Chakera, Audrey Mainwaring, Gerry Davidson.

Apologies: Jenny Tindale, Lesley McCourt, Marian Davis, Helen Moss-Black, Shirley Brown.

1. GD had prepared a 'starter' pack for everyone which contained:
  - A list of group members with phone numbers and email addresses, where available
  - A draft 'Statement of Intent' which gives a brief outline of why the group has formed and the objectives of the group
  - Details of the new website address
  - A copy of the proposed Patient Survey Questionnaire
2. GD proposed that volunteers should be asked for to act as Chairman, administrative support and to produce a newsletter for patients after each meeting. Roger Beattie volunteered to act as Chairman (agreed by all members), Jacky Wagstaff volunteered to offer administrative support (agreed by all members) and Evelyn Chakera offered to produce the newsletters (agreed by all members).
3. Website: our new website is now up and running and the address was distributed to everyone. Dave Lee has worked with the website designer and GD to create the site and comments/suggestions were invited on possible improvements. DL has offered to continue to support the website.
4. Communication with patients: there are robust methods in place in Watlington and Chalgrove via their local publications but there are difficulties in reaching those patients who live in outlying areas. It was agreed that the Practice would make a major effort to ask patients for their email addresses so that a circulation list can be created. The newsletter can then be circulated to as many patients as possible. A copy of the newsletter will also be added to the website.
5. Flu Days: these will take place on Wednesday 12<sup>th</sup> October in Watlington and Tuesday 18<sup>th</sup> October in Chalgrove. It was suggested that PPG members could attend both Flu Days and canvass patients for their email addresses. This was agreed as an excellent idea and a rota will be agreed between those members who live in Chalgrove and those from Watlington to attend on both days.

6. Patient Survey Questionnaire: GD explained the purpose of the questionnaire and what actions had come from the results of surveys carried out in previous years. A copy of the draft survey questionnaire was distributed to each group member and GD asked if everyone could look at it and consider whether there are any questions that could be added to cover issues that may currently be important to our patients. It was agreed that everyone would ensure their comments reached GD by the first week in October so that the questionnaire form could be finalised by the end of the month. GD proposed that the survey will be carried out in late October/early November in the hope that the analysis can be completed before Christmas. It is quite a tight turn around time but should be possible.
7. GD explained that one of the GPs will attend each subsequent meeting of the group and asked if there were any clinical issues they would like to discuss. The subject of health screening was raised and it was agreed that the GP attending the next meeting will give a talk on this topic.
8. GD will circulate these Minutes to all members by email which will include her contact details. It would be appreciated if her direct dial number could remain within the group. However, if any patient wishes to make contact by email, please feel free to pass on the email address.

Date of next meeting: Wednesday 26<sup>th</sup> October, 7.00pm in WATLINGTON SURGERY MEETING ROOM.