CHHC

Date: 20th October 2011

12:30 – 13:50

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| Present: | Ronald Curtis | Dr Imran |
|  | Ian Bristow | Terry Justice |
|  | Marie Justice | Nancy Mear |
|  | Michael Inns | John Mear |
|  | Diane Maskell | Farhana Imran |
|  | Val |  |
| Apologies: | Cathline Bonny | Elaine Matthews |
|  | John Denyer |  |

**Minutes**

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| 1 | Farhana to find out if there is any guidance on this PPG, she will email this to the group | FI |
| 2 | Roles and responsibilities:  Chairman – Ronald Curtis  Vice Chairman – Ian Bairstow  Treasurer – Marie Jusice  Secretary – Farhana Imran | ALL |
| 3 | Chairman asked ‘have we formed a group?’ yes  Proposer – Terry  Seconded - Mike |  |
| 4 | Farhana asked all members for email:  [mvinns@googlemail.com](mailto:mvinns@googlemail.com) - Mike Inns  [bristowian@sky.com](mailto:bristowian@sky.com) - Ian Bristow  [ron.curtis@btopenworld.com](mailto:ron.curtis@btopenworld.com) - Ronald Curtis  [justice.m@sky.com](mailto:justice.m@sky.com) - Marie &Terry Justice  [johnance@talk21.com](mailto:johnance@talk21.com) - John & Nancy Mear  [farhana.imran@nhs.net](mailto:farhana.imran@nhs.net) - Farhana Imran |  |
| 5 | Marie will find out if there is a DVD and poster relating to PPG so we can play it in the waiting area to generate interest  Can we also get hold of PPG leaflets? | MJ |
| 6 | Terry wanted the posters on display to be themed with headers such as  VACCINATION  STROKE  CANCER  Terry and Farhana will come on a day approved by the Practice and start moving the posters around so they are themed (not Wednesday)  Farhana will talk to the Practice to find out when would be a convenient day and time to come | TJ/FI |
| 7 | The PPG need representation from all different groups of patient, we need the Practice to provide us with a breakdown of the type of patients in this practice:  Age range: <5, 5<x<16, 16>x<25, 25>x<45, 45>x<60, >60  Male/Female  Type of health problem  Ethnic Group, Disability Group, Elderly, Teenagers | DM/Val |
| 8 | Make more use of the TV and LED information display |  |
| 9 | Meet monthly on last Thursday of the month at 12:30 until further notice  Do not meet in July, August, December  Meet once every six months in the evening with the aim to build up group  AGM April in the evening |  |
| 10 | Keep PPG leaflets near the receptionist , give a leaflet to each patient who comes in, ask them to fill in their details. Set up a register and update this on excel. Receptionist to pass these to Farhana, she will set up the register and update it.  Chairman has asked secretary to keep PPG informed of the register list. | Practice staff/FI |
| 11 | Name for PPG: Marie suggested Annie Pendergast  Agreed by all present |  |
| 12 | Chair closed the meeting at 13:50 |  |
| 13 | Next meeting 24th November 2011 at 12:30 |  |