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 CurtisVice Chairman – Ian BairstowTreasurer – Marie JusiceSecretary – Farhana Imran | ALL |
| 3 | Chairman asked ‘have we formed a group?’ yesProposer – TerrySeconded - Mike |  |
| 4 | Farhana asked all members for email:mvinns@googlemail.com - Mike Innsbristowian@sky.com - Ian Bristowron.curtis@btopenworld.com - Ronald Curtisjustice.m@sky.com - Marie &Terry Justicejohnance@talk21.com - John & Nancy Mearfarhana.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 interestCan we also get hold of PPG leaflets? | MJ |
| 6 | Terry wanted the posters on display to be themed with headers such as VACCINATIONSTROKECANCERTerry 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, >60Male/FemaleType of health problemEthnic 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 noticeDo not meet in July, August, DecemberMeet once every six months in the evening with the aim to build up groupAGM 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 PendergastAgreed by all present |  |
| 12 | Chair closed the meeting at 13:50 |  |
| 13 | Next meeting 24th November 2011 at 12:30 |  |