

Knightwick Surgery PPG

Date of meeting:

22/9/20

Present:

Patients: (RH), (DM), (GMW), (TD), (JB), (MC), (PW), (RG), (SN),

Staff: Dr Kirsty Ward (KW), Deb Arnold (DA), Wendy Cunningham (WC) & Kate Parkinson (KP)

Chair:

Dr Kirsty Ward

Agenda Item	Action
<p>1. Welcome & introductions</p>	
<p>2. What is a PPG? KW gave a brief outline of the role of the PPG in helping practices provide and maintain a high level of service to patients. It is not a forum for complaints although issues arising from them may be discussed.</p>	
<p>3. Confidentiality No patient names or personal details should be aired within the group.</p> <p>Members were asked if they were happy for their names to be shown on the minutes sent out to the wider PPG group.</p> <p>Members were asked if they were happy for their email addresses to be shared within the committee group. They can opt to be blind copied into emails if they prefer.</p>	<p>Members to advise KP of their preference</p>
<p>4. Constitution This needs to be agreed and adopted. We may wish to change the name of the group to something less formal such as an acronym or something quirky.</p>	<p>KP to resend copy of constitution to all members.</p> <p>Members to offer amendments prior to adoption at the next meeting.</p>
<p>5. Format of meetings & communication We need to appoint a chairperson, vice chairperson and secretary. It was agreed we should hold several meetings before appointing these.</p> <p>KW happy to chair and KP will act as Secretary until patient members appointed.</p> <p>It was agreed it would be useful to have a dedicated PPG nhs.net email account from which to conduct the group's business and communications.</p>	<p>KP to organise</p>
<p>6. Aims & Objectives Discussions were had</p>	

<p>around the proposed longevity of the group and periods of office for the elected posts. It is hoped the PPG will continue as long as the surgery provides services.</p> <p>Members can agree length of office and this can be written into the constitution.</p> <p>It was suggested that each member puts forward two or three items they feel worthy of note, which could be circulated to all members prior to the next meeting. We could, for the future construct a patient survey to identify areas of concern.</p>	<p>Members to submit ideas to KP by 2nd October 2020. These will be distributed to the group for consideration before the next meeting.</p>
<p>7. AOB The group felt it would be useful to have an overview of the surgery patient demographic.</p>	<p>KP to provide</p>
<p>8. Items for next agenda Group constitution Items from members' feedback</p>	
<p>9. Date of next meeting</p>	<p>Tuesday 20th October 2020 7.30pm</p>