

Castle St Patient Participation Group (PPG)

Minutes from Castle St Patient Participation Group Meeting

Date: 08 January 2019

Venue: Castle St Medical Centre

In attendance

PPG: Tracey Logan, Anne Aston, Mary Kay, Mandy Wareham, John Harshaw, Chris Coffey, Christine Coffey, Mick Leaney, Geoff, Charles Smith.

Castle St Team: Dr Carberry, Rebecca Liszka, Chris Wildsmith

Also in attendance: Steve Chambers (Voluntary Sector)

Item	Description	Action
1	<p>Welcome & Introductions</p> <p>Dr Alex Carberry stood in as chair and welcomed everyone to the first PPG meeting at Castle St following the re-fit.</p> <p>The former PPG Chair Grant Stothard attended for the opening of the meeting to pass on an information pack to the group and wish them well.</p> <p>After Grant left the Group agreed that it would be good to arrange a gift for Grant to recognise his contribution to the Group and Practice.</p>	
2	<p>Patient Participation Group</p> <p>The group had a lengthy discussion about how they would like to run over the coming months and some of the activities that they would like to be involved with. This included developing information to support patients, re-instating the Carers Group, and inviting guest speakers to themed meetings.</p> <p>Roles</p> <p>A discussion was held around roles within the PPG. It was agreed that the Group should have a Lead instead of a Chair. Tracey Logan agreed to take the role.</p> <p>Frequency and Venue</p> <p>It was agreed that the Group should aim to meet once a month for the time being and suggested the first Thursday evening of each month, held at Castle St after surgery at 6:30pm. The next meeting is to be held on 7 February.</p>	
3	<p>Hardwick Network Meeting</p> <p>It was suggested that it would be good for a member to attend the Network meeting. Tracey agreed to represent the Group.</p>	TL
4	<p>Re-fit</p> <p>Chris provided an update on the re-fit, that the vast majority of the work had been completed but that the contractors would be back on-site over the coming weeks to do some finishing touches and snagging.</p> <p>The Group enquired about Mike's photograph. The Practice Team advised that</p>	

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	<p>it had been taken down ahead of moving out back in September and that it was currently being looked after by Judy (Practice Nurse).</p> <p>Re-opening Event The team advised that there would be a low-key re-opening event to be held in January. The PPG would be invited once the date was set. Becky offered to keep everyone updated on the event.</p>	RL
5	<p>Information for Patients A discussion was held around information available on the website and around the practice. It was acknowledged that there are limitations with how the current website looks due to the templates (supplied by a third party), but the practice team agreed to look into updating outdated information.</p> <p>Display Board The Group suggested it would be good to create a themed notice board with information on conditions for patients. It was agreed that the first one would be on diabetes. Tracey agreed to put the first one together.</p>	TL