

**Overton Park Surgery
Patient Participation Group
PPG minutes
02/12/2015**

A. Introductions & Apologies

Members Present: - NP – Chair, Mark Thatcher – Deputy Practice Manager, Sally Davies – Secretary, SH, KM, Dr Fox & YM from Cheltenham Ladies College (CLC).

Apologies: - Jayne Barraclough – Practice Manager & CF

B. Minutes of the last meeting

There was a warm welcome to Dr Fox and the representative from CLC who were both new to the group.

The minutes of the meeting held on 05th August 2015 were accepted – The October meeting had been cancelled.

EPS is still going well. The numbers using have dropped slightly due to a few technical issues but footfall at the desk has reduced saving reception time. EPS information is to be put in the newsletter.

The Health care evening planned was cancelled.

C. Practice News

Mark is now Deputy Practice Manager.

Laura O’Loughlin has come back as a GP registrar.

Dr Fox is the newest partner- he introduced himself.

Practice Nurse post has been filled by a HCA- Sarah Cresswell – Practice nurses have mixed their skills about to cover the sessions and a practice nurse will do a Prescribing course

Dr Sarah Macrow is joining the surgery mid-December as a session GP.

Dr Nelson is off having knee surgery.

Sally Davies is leaving the practice.

The flu clinics went well.

D. Patient Feedback Forms

We need to push this more as it has gone off the radar! and there is a minimum requirement. The forms are by the reception desk currently – perhaps move some into the waiting room or the receptionist could give them out when people approach the desk?

E. P.P.G information update on Website

Has been updated.

F. Event Planning

The planned health event was cancelled due to no venue. Elim is out till early next year.

Still planning to be about diabetes - pre-diabetes , diet, lifestyle management?

Elim will be ok by March so aim for then and then Dementia in the autumn.

G. P.P.G. Committee

We still need to do more to promote the group. Various ideas were suggested;

Virtual group, on-screen advertising, survey, newsletter, contact other practice managers to see how they attract members.

NP's chairmanship has been 5 years so looking to step down.

We need to do a push on recruitment.

H. Dates for Future Meetings

Wednesdays:-

February 3rd

April 13th

June 8th

August 3rd