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| **Minutes of Patient Participation Group (PPG) Meeting**  **Held on Wednesday 20/2/19 at Central Canvey Primary Care Centre** | |
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| **Those Present:**  Dr R Baqai (GP)  Samantha Baulch  Barbara Adams ,Norman Crampton, James Rhind,  Paul Senior, Jennifer White, Tom White ,  **Apologies:** Mary Wirdnam, Karen Sadler, Tina Packman. | |
|  | **Action** |
| 1. **Welcome and Introductions**   Meeting started at 18:30. |  |
| 1. **Agree Minutes of previous meeting**   Minutes agreed by all members. |  |
| 1. **Dr Baqai.**   Dr Baqai introduced herself to the group. Dr Baqai is a permanent salaried GP with the Island Surgery who is seeing an extra 75 patients per week. |  |
| 1. **Terms of Reference**   SB referred to the terms of agreement and advised the members that the position of chair and secretary should be reviewed as they Karen Sadler is still chair and Samantha Baulch is still the group secretary. These posts should be reviewed every 6 months and the group members should be leading all meetings. The group discussed how things could be improved and what changes needed to be made for the group to continue. Mr. Norman Crampton agreed to take the position of chair with Mr. Paul Senior as vice chair. There were no members able to commit to the post of secretary so Samantha Baulch will continue to take on this role until a new secretary can be arranged.  All members requested another copy of the terms of reference.  All members agreed to share their email addresses so that they can discuss group matters without the need for contacting the surgery. Samantha will speak to members who are not present to check for consent to share and then send all email addresses out to each member.  **Chair : Mr. Norman Crampton**  **Secretary : Samantha Baulch** | SB to send Terms of reference to group members.  SB to obtain consent to share email addresses. |
| 1. **Surgery Updates:**   Enhanced access to services discussed.  The new home visiting team members of staff are as follows:   * Emergency Care Practitioner Trish Tippet who will be visiting acutely ill patients. * Advanced Nurse Practitioner Sharon Dines who will be visiting patients for chronic disease management e.g.: Diabetes, Copd. * Advanced nurse practitioner Liz Harrison who will be visiting patients for chronic disease management e.g.: Diabetes, Copd   Evening clinics are being run from 18:30 – 20:00 Monday – Friday.  Weekend Clinics are held being held on Saturday , Sunday and Bank holidays between 09:00 – 16:00  The surgery requested PPG members to informally speak to patients in reception to see if there are any suggestions from patients on how the surgery may improve its services. Mr. James Rhind agreed to discuss this matter with the practice manager at a later date. |  |
| 1. **Any Other Business**  * Mr. and Mrs. White agreed to make a poster to be placed in waiting area and clinical rooms to advertise the Patient Participation Group. * Noted by Mr. Rhind that the newsletter in waiting area is out of date. * PPG post on Facebook page was not eye catching and needs to be bolder or possibly with a picture added before the next meeting.      * It was suggested again that the surgery arrange for photos of each clinical member of staff with a list of what medical issues each clinical staff members are able to deal with.   MEETING ENDED 19:40pm |  |
| **Date of next meeting: To be arranged.** |  |