

**DRAFT Minutes of PPG General meeting to be held
on
31st March 2015
At 14.40 at Mevagissey Surgery**

Please report to Reception BEFORE going up to the meeting room.

Please note there is a list of Action Points at the end of this document.

Present: Mark Daymond, Jim McDonald, Tricia Atkins, John Woodbridge, Sue Morgan, Ruth Leckie, Magie Jordan, Liz Meldon-Smith, David Browne

In attendance: Nikki Deakin, Hilary Hopkins, Karen Rowe, Gina Harvey (Minutes)

1. Apologies Jane & Ray Cresswell.
2. Comments/corrections on the notes of meeting held on 27th January 2015.

The Group agreed that the notes provided for the last meeting could be regarded as Minutes.

Item 2. It was noted that there was no mental care for children with Devon Children being interviewed in police cells. However there are places in Longreach for under 18's.
Item 6. Last paragraph referring to midwives' health visitors' should also be included.
Item 7. Practices do send out letters to patients that regularly "Do Not Attend" this is also acknowledged between patient and GP when they attend a clinic.

DNA records to be kept on Agenda. **AP1 GH to add to next Agenda.**
PPG could possibly send a letter on behalf of Group to patients via the practice. **AP2 ND to confer with partners at the next meeting of surgery GP's.**

3. Vacancy for admin assistant – **AP3 KR to add to display screen.**
4. Feedback from members

Patients are nervous about the current situation and the uncertainty surrounding the surgery with Dr Tiley leaving and Dr Hotton on sick leave.
It was announced that a replacement for Dr Tiley is to be Dr Daza will do 9 sessions 8 will be clinical. Dr Hotton will be on sick leave until beginning of June.

It was also noted that there is still a lack of someone to greet patients in the reception throughout the day. There is usually someone in the morning but not always in the afternoon. Situation is under review, lack of staff and sickness can affect this situation.

It is intended that the clinic at Gorran Haven will continue but lack of staff means that it is unlikely that there will one at St Ewe in the near future.

5. Revised Terms of Reference (TOR)
Some minor changes were made to TOR during the meeting. **AP4 GH to send revised doc to MD** for final approval. **AP5 MD/KR to compile a starter pack for new committee members.**

6. How can the PPG support Mevagissey practice –
This item was covered in TOR item 5

7. Did not attend patients. How other practices deal with DNA's
This item was covered in item 2 above.

8. Revised application form for PPG interest –
AP6 GH to update new form to reflect committee member interest.

9. AOB.
The Care Quality Commission Visit gave the Surgery great feedback, and a positive draft report.

Meeting ended at 15.40pm

It should be noted that David Browne spoke to GH after the end of the meeting stating that he wanted his name removed from those listed on the Committee.

Time and dates of next meetings:

Tuesday 26th May 2015 at 14.00 at Surgery
Tuesday 29th September 2015 at 14.00 at Surgery
Tuesday 24th November 2015 at 14.00 at Surgery

AP1 GH to add DNA to next Agenda

AP2 ND to confer with partners regarding DNA letters at the next meeting of surgery GP's.

AP3 KR to add voluntary admin assistant post to display screen.

AP4 GH to send revised TOR doc to MD for final approval.

AP5 MD/KR to compile a starter pack for new committee members.

AP6 GH to update new form for committee member.