

Meeting Minutes

MEETING TITLE:	EPPG	VENUE:	ECCLESFIELD
DATE:	6 SEPTEMBER 2011	TIME:	1.30 P.M.
MINUTES PRODUCED BY:	Name: TRICIA MALLIN	Title:	SECRETARY

ATTENDEES:	
Name	Title
Doris Stow	Chair
Vicki Kiddy	Vice Chair
Tricia Mallin	Secretary
Shaun Toulson	Treasurer
Angie Dickinson	Practice receptionist
Rena Jepson	Member
Simon Kirby	Practice Business Manager
Michelle Payling	Practice Manager
Andrew Stafford	Member
APOLOGIES	
Andrew McCoye	

MINUTES AND ACTIONS

Minutes and Matters Arising	Action
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Doris opened the ordinary meeting at 1.30 p.m.

Shaun and Tricia are to meet with Doris at a later date to sign a new Bank mandate for the EPPG RBS account. In line with the guidelines governing practice participation groups, a new group name was discussed. It was decided that the name EPPG was now established within the practice and to change it would cause confusion therefore, Ecclesfield Practice Patients' Group would remain unchanged.

Shaun proposed, seconded by Angie, the minutes from 2 August 2011, were read and verified. The group were all happy with the actions taken from the last minutes particularly the purchase of children's play cubes and medical equipment.

Andrew Stafford has kindly updated committee job descriptions and these are now on file.

Doris said that ex-hospital patient survey was of low priority and would be scheduled for further discussions at a later date. Also preparations for another Car Boot Sale are envisaged for next year around March or May. More importantly the DES needs our urgent discussions.

Simon on DES

Doris and Vicki are to discuss priorities with Simon and Michelle. Patient participation is to be owned by the group and as DES has now run for 6 months and having done some of the work proposed in the new paper, we are in a very good position to go forward. It was proposed that a questionnaire be set up for patients including the following ideas, Flu Drop In Sessions, Sexual Health, Individual Services, and How to promote Services the practice already supplies.

Various discussions took place and was agreed that a general survey would be implemented. Items to be included are, Provision of Services, Minor Illness, Margetson p.m. openings and Appointments.

Andrew S suggested and it was agreed we sent a letter of thanks to Dr Jo Bennett as she is leaving us 22 September, for all her diligent work.

The next meeting will be held 25 October 11 at 1.00 p.m.

Doris closed the meeting thanking all for attending.