



Patient Participation Group Wilsden Medical Practice

Minutes of Meeting 5th February 2018

- 1. Welcome:** The group was welcomed to the meeting.
- 2. Present:** Margaret Andrews, Ian Cartwright, Judith Fenton, Jenny Finn, Sylvia Fisher, Jamie Harrison, Jenny Lightowler, Dave Moore, Trish Smith
- 3. Apologies:** Wendy Parkin, Anita Booth, Gill Leather, Chris Stephenson
- 4. Minutes of previous meeting 8th January:** The minutes were approved.
- 5. Practice Slot** Dr McKittrick was present at the meeting.
- 6. Forward Planning:** **a,** Dr McKittrick reported that the practice is due an inspection from the CQC. These could happen with two weeks notice and it could be beneficial to show it had made improvements in areas that had deteriorated in the national survey. It was decided that the next survey should attend to these things. Dave to supply a previous survey to work from. This is to take place in the waiting rooms for two weeks commencing 19th February. Judith to compile a timetable for volunteers. Suzanne to display a notice to patients. **b,** The artwork was given the go ahead. **c,** Ian to email newsletter for a staff member to write about a day in their life. Once completed it will be printed and records will be kept on the number distributed.
- 7. Treasurer's Report:** Margaret informed everyone about the money held by the PPG.
- 8. Admin, Notice Board, Magazines, Comments Boxes:** All in hand, more magazines were placed.
- 9. Liaison Group Meeting:** This has been focussing on the Extended Access Hubs as Bingley Medical Practice has expressed an interest and is awaiting a decision.
- 10. AOB**
- 11. Next Meeting** The next meeting is Monday 5th March.