

Agenda

PATIENT PARTICIPATION GROUP MEETING

[21st November 10.30 AM]

[summerfield PCC dr KULSHRESTHA'S family PRACTICE to be held]

Attendees:

_____ [Enter name of attendee] - Chairperson
 _____ MH _____ [Enter name of attendee] – Vice chairperson
 _____ Mrs SK _____ [Enter name of attendee] – Secretary
 _____ [Enter name of attendee]
 _____ [Enter name of attendee]

Non-Attendees:

_____ Mr WA , Mr Ku, SU

No.	Agenda Item	Action
1.	Introductions: Invitation to attend Public involvement Meeting on 22nd November Closer of Evening surgeries on Christmas Eve & New Year Eve.	
2.	Apologies: President: Mr Wa	
3.	Minutes from previous meeting: 24/8/18 Patient's National survey & Comparison & merger was discussed Discussion of merging of other Branch surgery to Summerfield. Minutes for the 21/11/18: Mo and Mr WA send apologies for not to attend Public involvement at Branch as it is a working day. One member Mr Ku will represent PPG. This merge is approved by CCG. And Public consultation has to be done with CCG member & Communication Team. Poster is put in the waiting area to inform people and raise any concern if they have. Most of the people will come at Summerfield based surgery. No patient has attended branch from last two months. Surgery is opening but patients prefer this modern surgery now and are happy to come here.	A Letter was given for apologies and strong support for the merge jointly by President & MO. Letter also mentioned that it is ok to Close on Chrestmas Eve Evening surgery and New Year Eve Evening Surgery by President & MO
4.	Patient Survey & Merger of Branch Surgery : <ul style="list-style-type: none"> • Negative points will be taken care as recorded in Action plan for National patient Survey. • Merger was supported by a letter from MO & President 	Action plan was given on 24 th of August 18

5.	A.O.B:	None
6.	Next scheduled PPG Meeting TBA When required	
7.	Meeting at a close Thank was given to MO for the letter from her & President for the merge & Closer of Evening surgery on Christmas Eve & New Year Eve.	

Please note: Patients, Complaints, Staff or Clinical Matters WILL NOT be discussed at PPG Meetings