

## Green Street Clinic Patient Participation Group

### Minutes Tuesday 15<sup>th</sup> December 2011

#### **PRESENT:**

*Ron Cussons  
Daniela Penge  
Clive Whitburn*

*Emma Ducklin  
Carolyn Roberts*

*Heather King  
David May  
Pauline Widdowson*

Item	Title	
1.	Apologies:	Jean Clark, Derek Platt, Tove Bentham
2.	Light house Practice PPG: Presentation by Amanda Sayer	<p>Amanda described the history, development and current role of their Practice PPG. Lighthouse PPG is an integral part of the Practice life, involved in a whole spectrum of activities ranging from notice boards, sign posting, appointment systems, "meeting and greeting", patient survey (the key starting point for any PPG) helping with flu clinics, health awareness days through to service redesign and involvement at PCT level. There are around 20 members, with a core group and various sub groups dealing in specific projects. Amanda described the enthusiasm and involvement of the group. Amanda suggested that we look at their PPG website.</p> <p>The meeting expressed their appreciation to Amanda Sayer for a splendid session.</p>
3.	Work Plan:	The meeting reflected on the Presentation, and as a first step, decided to conduct a patient survey. DM agreed to work with HK to write a draft and circulate to Members for their comment and agreement. The results of the survey will inform the PPG programme.
4.	Confidentiality agreement	DM will circulate a draft for agreement.
5	Abbreviations list	HK will provide members with a list of commonly used NHS abbreviations.
6	Workings of General Practice	HK agreed to give a future meeting a talk about the workings of General Practice.
7.	Date of Next Meeting	It was agreed that the meetings would (as a rule) be the second Thursday monthly. Next dates: 12 January, 9 February, 8 March, 19 <sup>th</sup> April 6pm – 7.30pm