



PPG MEETING MINUTES

Date October 18th 2012

Attendees: Susan Uglow (Practice Manager); Dr Laxman Ariaraj; Carol Hollywood (Reception Manager); Sister P Dewhurst; Mrs J O'Brien; Mr Rodney Brown; Mrs G Abbott; Mrs S Thompson; Mrs M Green; Mr S Barnett

TOPIC	NOTES	ACTION
Welcome and apologies	Sue Uglow welcomed everyone to the meeting and went through the apologies. Mrs Taylor; Mrs Egan; Mrs Fogg; Mr Thompson; Sarah Goulding; Joanne Martin; Alfred Seeley; William Turner, Mrs P Totty; Miss N Townsend and Mrs C Hawkins	
Review of the last meeting minutes	We reviewed the minutes from the previous meeting, which were agreed	
Discussion regarding self check in and Practice Survey	Carol informed everyone that we now have the server for the new self check-in, which will be situated at the front desk. We are just waiting for the new touch screen which should arrive in January. Carol explained that the Practice Survey had been given out to patients over the last 2-3 weeks, and Sue Uglow has kindly agreed to collate all the information.	
Staff	Dr Ariaraj informed the group that Dr Renwick had now retired from the practice, and that Dr Edwards had joined the surgery. Dr Mark Dale is also now a Partner and is looking after the nursing home patients. We have also recently welcomed Emily Stott as an Administrator. We currently have 3 female registrars (2 F/T 1 P/T) and have also employed 2 new nursing staff, (1 Practice Nurse and 1 HCA)	
Enhanced Services	Dr Ariaraj explained the format for the LES and DES enhanced services. (LES meaning Local Enhanced Service and DES is Direct Enhanced Service). There was then a discussion as to which LES and DES the Practice is involved with.	
Bonus from PCT	The practice has received some non-reoccurring funding from the PCT and Dr Ariaraj asked the group to think of ideas as to where this money could be spent which would in the long run save the practice money. He asked that any ideas should be emailed to Carol Hollywood or Susan Uglow.	

Minor Injuries Unit	The practice may be running a pilot scheme for a Minor Injuries Unit. We do not yet have a proposed starting date as it requires approval from the Consortium Board. It would probably be manned from 8.30am – 8pm Monday to Thursday, and 8.30am to 6.30pm Fridays. People would be able to get advice on self-care, use of pharmacies and minor injuries.	
Next Meeting Date	The next meeting will be held on January 31 st 2013 at 6.30pm	