

**CONFIDENTIAL**

**MINUTES OF PATIENT PARTICIPATION GROUP MEETING**

**Wednesday 5 November 2015**

**PRESENT:** Ms R Rubin (Chair) Dr J C Nainby-Luxmoore  
A McLean Mrs J Dickson  
Mrs E Beach (Secretary)

Congratulations were expressed to Dr Luxmoore on his recent nuptials.

Condolences were expressed with regard to Mr L Joss who will be sadly missed.

|                 |   | <b>Action</b> |
|-----------------|---|---------------|
| <b>01112015</b> | <b><u>Apologies</u></b><br>Apologies of absence were received from: Mrs A Joss, Rev R Stables, Mrs M Dent, Mr D Bentley, Mrs E Gentry   |               |
| <b>02112015</b> | <b><u>Minutes of 8 July 2015 meeting</u></b><br>The minutes of the last meeting were accepted as a true record subject to the following amendments:<br><br><b><u>Item 07072015 (GP Appointment)</u></b><br>Dr MacConachie and Dr Adisa have completed their exams and will continue their training until March 2016 and June 2016 respectively<br><br><b><u>Item 07072015 (Opening Hours)</u></b><br>The focus is again on equity of funding per capita rather than equity of provision of service. |               |
| <b>03112015</b> | <b><u>Matters arising</u></b><br>None.  |               |
| <b>04112015</b> | <b><u>Election of officers</u></b><br>R Rubin is moving out of the area and is therefore stepping down as Chairman. A Mclean will stand in on a pro-tem basis until a new Chair is elected.<br><br>K Roberts has also stepped down as Secretary and E Beach will stand in until a new Secretary is elected.   |               |
| <b>05112015</b> | <b><u>PPG monitoring brief</u></b><br>i. Rural ambulance services<br>As M. Dent had submitted her apologies JNL updated the meeting. There was debate on NEAS not being able to give the Rural Ambulance Monitoring Group the data that they had previously received.   |               |
| <b>06112015</b> | <b><u>Friends &amp; Family Report</u></b><br>Reports for July to September were discussed. Concern was expressed with regard to inappropriate use and improper comments that cannot be removed from the reports. The Practice is considering promoting paper forms and discontinue the use of the kiosk.  | .../contd     |

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| 07112015 | <p><b><u>Access to Medical Records</u></b><br/>                 From March 2016 access to medical records is changing. Patients will have access to appointments, medication and coded information. It was proposed that PPG members trial the service before rolling out to patients.</p>   |  |
| 08112015 | <p><b><u>Online Booking</u></b><br/>                 Patients now have the ability to book appointments online however there has not been a big uptake possibly due to constraints on broadband access in the Dale. The Practice is promoting the ordering of medication online.</p>   |  |
| 09112015 | <p><b><u>Practice News</u></b><br/>                 Dr Boyd who retired in June is expecting a baby.</p>   |  |
| 10112015 | <p><b><u>Patient Reference Group</u></b><br/>                 Meeting on Friday 6 November 2015.</p>   |  |
| 11112015 | <p><b><u>Data Protection</u></b><br/>                 PPG members and their contact numbers have become viewable on the public domain. On further investigation it was found that the document was sent from an insecure email address of one of the PPG members and not NHS mail used by the Surgery. It was noted that some email providers have a clause whereby content within emails can be made accessible on the public domain.</p> |  |
| 12112015 | <p><b><u>Timings and Days of Future Meetings</u></b><br/>                 Timings and days of future meetings to be decided at the next meeting in March 2016.</p>   |  |
| 13112015 | <p><b><u>Any other business</u></b><br/>                 JNL expressed his thanks for what the group has done for the patients.</p>  |  |
| 14112015 | <p><b><u>Date and time of next meeting</u></b></p> <ul style="list-style-type: none"> <li>• Wednesday 2 March 2016 at 17:00</li> </ul> <p>There being no further business the meeting was brought to a close at 18:15.</p>   |  |