

## Minutes PPG Meeting – 07.09.2015

**Present:** Dr McNutt, Atiya Alam-Jones (Practice Manager) Dawn Riley (Deputy Manager), Roger Parkin, Glenda Gibson, Jim Gibson, Sarah Judson, Greta Llewellyn-Jones, Jayne Musspratt, Margaret Short, Patricia Vincent, Joanne Swift, Michael Hemmerdinger, Hilda Lloyd,

**Introduction:** Atiya thanked everyone for coming.

### Updates:

#### Younger Generation Newsletter (YGN)

This newsletter was a suggestion from our PPG Group and the first edition of the YGN was in June 2015 and this will carry on alternate months like the Practice Newsletter. This can be sent via email, copies will be on the reception and welcome desk, website, Facebook and Twitter. In the future we hope to liaise with local schools and the University to distribute the newsletter too. So far the newsletter has received good feedback.

#### Student Registrations

Unfortunately the GP Practices were not invited to the Student Induction days this year when we had our meeting but since at the very last minute the GP Practices have been invited to attend Fresher's Week on Wednesday 30<sup>th</sup> September 2015 and we have gratefully accepted. As we are now in the new premises and can work collaboratively with the 3 other Practices we have produced a leaflet for the students and what they need to do to register with a GP Surgery when at University.

#### Patient Waiting Area

Ideas and suggestions to make the waiting room more homely and friendly were discussed. The seating layout has been changed. To put the self-monitor BP machine in the waiting area as not getting utilised were it currently sits in the corridor. Community notice board was suggested and there is currently one being ordered for the area near the welcome desk on the ground floor. Another table in the waiting area as it had been noticed that the one there currently gets a lot of use. Chester Art Network has hung paintings around the premises which has helped with the bare walls. Suggestions or feedback most welcome.

#### Flu Clinics October 2015

We have had to re-think the process this year due to being in the new premises. We are having flu clinics every day of the week from 3.30pm – 6.30pm when the car parking is free. There are no concession rates available for car parking at the weekends and the charge would be normal Council rates from £4.00 upwards, therefore we are only providing one Saturday morning clinic this year. However if we feel there is a demand for another Saturday morning clinic we will try to accommodate this.

#### Fundraising

We are fundraising as an ongoing process for the equipment fund for the Practice. Greta one of our PPG Chair Committee members is organising a Christmas Fair to be held in the Fountains on Saturday 5<sup>th</sup> December 2015 from 12.00pm – 3.00pm. The fair is to help raise awareness of health and wellbeing and to have charity organisations with stalls and their information, craft stalls, demonstration of healthy eating, maybe presence from Community Police, Fire Authority etc. Greta asked for volunteers to help with the organisation of the Fair and some members have kindly put their names forward. The next meeting for the organisation of the fair is **Tuesday 6<sup>th</sup> October 2015 @ 9.45am in the Fountains Building at The Elms.**

#### Any Other Business

##### New Members of the Team

**Nursing** – Karen Jones and Claire Andrady

**GPs** – Oliver Jackson

**Medical Administrators** – Carol Weber, Jane Broughton & Scott Ohnoutka

#### Feedback About The New Premises

Car park- the disabled car parking spaces were in a very unsuitable location from the health centre lift. Atiya will take this back to the council in the next operational meeting. JS offered to help with taking this forward with the council in case they wanted a disabled patient perspective.

The levers on the taps are not very disabled friendly especially if the patient has weakness in the forearms. Atiya will bring this up in the next meeting with the directors of Fountains to see if they have received familiar feedback from patients.

Atiya reiterated that the building has passed the health and safety regulations as well as the DDA audits before being occupied. The suggestions made at that point were taken into account and rectified.

### **PPG Meeting Minutes**

Due to the cost of posting minutes it was decided that only those who attend the meetings and sent apologies will have the minutes sent to them, and anyone who does not attend the meeting will have to access via the website for future minutes.

### **PPG Meetings Scheduled for 2015/2016:**

## **PPG MEETINGS SCHEDULED FOR 2015/2016**

**Please note the date of our next meeting and change to previous time as suggested by regular PPG attenders:**

**Monday 11<sup>th</sup> January 2016 @ 10.00am at the Fountains Building**

**This will also be displayed in the surgery and our website.**