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|  | **PPG Meeting Minutes**  **19.03.18 4.00pm** | | |
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| Meeting called by:  Ann-Marie Rose |  | Note taker: Ann-Marie Rose |  |
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| Attendees:  Ann-Marie Rose  Razia Bibi  Mr Keith hunter  Apologise Sent  Wendy Taylor (Chair)  Pauline Dooley  S Kauser |  | | |
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| **This is the last meeting for 2017/18**  **Discussed the following completed templates and noted ideas and suggestions to be input for this year and the implement next year. The Practice has worked well collaboratively with other practices and outside agencies and health organisations this year. Mr hunter commented on how well the Summer Event/Fun Day went he said he really enjoyed it, well organised and looks forward to this year’s events.**  **Access template – handed out**  **Demand template – handed out**  **Patient Engagement template – handed out**  **Mr hunter signed all three of the templates off as our Chair Wendy Taylor is unable to attend the meeting she has just started a new job and can’t get in at the moment. She still wishes to be chair and be part of the PPG for 2018/19**  **Other Topics:**  **NHS GP Survey- All staff at all times promote**  **FFT –** All staff at all times promote – Mr hunter said he gets fed up of being asked to complete these surveys. PM explained we need to use these tools to collate patient feedback to improve on our services.  **NDPP –** diabetes – the practice continues to work on all areas of diabetes and prevention  **Self-Care Station**  The Practice has had a set back with the Self Care station as the whole desk of information and the Practice Folder has gone missing from the waiting room, the desk where it was stationed was fully functional one day and the next had been cleared of everything. Practice Manager asked around the building and other practices if they had seen anyone remove all this information but no one had. The Practice will build the Self Care Station again as it was being used by patients and was really helpful for staff to refer patients to.  **Other business:**  The car park at barkerend health centre is being updated and a fence is being put round the perimeter, the car park will only be open during health centre times, the security man will open and lock it. This will stop residents parking overnight and leaving their cars for long periods of time. They will be locked in if they are there when the security man locks the gates. Notices have been put up around the health centre informing patients and residents have been informed by the NHS that changes are happening.  The work will take 6 weeks to complete and it will be difficult parking during that time. Segments of the car park are being done at one time so there will still be some parking.  Mr Hunter said that new roadworks are starting on Killinghall road so this will cause some delays in the area. | | | |
| The minutes of this meeting will be sent out the other members of the PPG and will be displayed on our website | | | |
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| **Other Information** | | | |

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|  | | **Clinical Meeting** | | | | |
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| Meeting called by: | |  | Note taker | |  | |
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| Attendees: | |  | | | | |
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| **---------- Agenda Topics ----------** | | | | | | |
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