

**Sandy Lane Surgery  
Patient Participation Group  
Minutes of Meeting 5<sup>th</sup> August 2013**

[Confidential]

**Present:**

Jill, Betty, Phil, John, Kelly, Robert, Margaret, Una

**Apologies:**

**Absent:** Stella, Renee

**Minutes of Last Meeting:**

The minutes of the meeting held 13<sup>th</sup> May 2013 were read and agreed.

**Matters Arising:**

The second addition of the newsletter is almost ready for printing. Additional event dates, new staff and surgery times are to be included.

**Practice Report:**

The report covered the change in late night appointments now Mondays and Tuesdays, Dr Qureshi appointments are now Monday, Thursday and Friday mornings. Jill also informed the meeting that Dr Duda will continue as a locum in August and Dr Pirwani in September. Dr Pirwani will take up a full-time position in the Practice from October.

**Any Other Business:**

**Flu Clinics** are scheduled for Saturday October 5<sup>th</sup> and 12<sup>th</sup> from 9.00 until 4.00. Ideas for publicity were discussed.

**Patient Survey:** i) Last year's questionnaire was reviewed and reduced in size. ii) It was decided to complete the survey in paper format for a two week period starting on 23<sup>rd</sup> September though to 4<sup>th</sup> October. iii) Jill will re-jig the form with the changes iv) Members of the PPG are needed as much as possible during the survey period to assist with completing the forms.

**PPG Website** an out-line of the proposed extension of the Surgery website to include the PPG was presented and John will move ahead with it.

**Terms of Reference** It was agreed to change: i) the terms and reference to reduce the quorum for meetings to be not less than 3. ii) to open up the chair at the next meeting iii) John will act as secretary

**Significant Events:**

None reported

**Dates of Next Meeting:** 11<sup>th</sup> November 13, At 6.00pm

All papers and discussions are strictly confidential