

Friarwood PPG Meeting (7/3/11)

Attendee's

Patients: Anne Tollick, Janet Hardisty, Lynda Bowker.

Practice staff: Kevin Duggan (Practice Manager), Liz de Dombal (GP).

PCT staff: Gisela Clark, Helen Butters

Minutes

- The meeting began with the Practice Manager (PM) thanking all the people around the table for attending the second meeting of the Friarwood Surgery Patient Participation Group (PPG).
- Everybody was asked to introduce themselves in turn around the table to establish names and roles.
- The PCT staff from the Public and Patient Involvement (PPI) team started the meeting off by offering the attendees a Terms of Reference (TOR) document/template which would help scope out the purpose of the group (see attached)
- All sections of the TOR document were discussed with the attendees and a number of points were deleted as the group did not think they were not appropriate. It was agreed that the PCT would make the agreed amendments to the original TOR document and then send to the Practice Manager to distribute with the minutes of the meeting.
- The group then went on to discuss future discussion points and it was suggested by Anne (AT) that they would like to see a practice leaflet to inform patients what the practice actually offers. Kevin (KD) commented that he had recently updated the leaflet and would send it out to the group so it could be looked at and discussed at the next meeting.
- It was suggested that the group should meet again within a month to work to firm up the Terms of Reference and possibly appoint a chair. The date was discussed and was agreed that the third meeting would be on **Tuesday 12th April at 6.30pm till no later than 8pm.**
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- All attendee's were thanked for attending and the meeting was closed at just after 8pm.