

meeting minutes & agenda

Title of Meeting	PPG – INFOMRAL MTG	Date & Time	15/07/2016
Practice	Latchford Medical Centre (LMC)	Location	LMC
Attendees Present	MP, BG, JC, AO, KB, RW joined for first 5 mins	Apologies	LT and RB
AGENDA ITEM	DESCRIPTION	ACTIONS	
Minutes from the last meeting	All agreed		
CQC inspection	On Wednesday 20 th July RW came to the meeting to discuss what the CQC is and what they will be wanting from the patients. Stressed honesty is the best policy and whilst they would be interested in the community and hospitals on this day if was specifically about LMC	Those who are available to come to the inspection between 10.15 and 11.15 are very welcome. Even if they are not part of the CQC.	
Conflicts of interest to declare	After looking at the agenda for the meeting, attendees should declare to the rest of the meeting if they have an interest in any of the discussion items (financial or not).	None	
PPG constitution	All members present agreed the attached constitution. Angie Ore nominated Marc Purslow for Chairperson, Joe C seconded and all others present agreed.	Constitution signed	
Hearing loop for patients with hearing difficulties	Trialled the hearing loop to ensure that this was working.	Worked	
Latchford Medical Centre Patient Survey	Discussed the results of the survey	See additional action plan but thought that the uptake was not great and so need to discuss in more detail next year	
Patients online testing this system and then promoting it to the patients	In light of the Patient survey this has become even more important. Appointments are all now working so need to test.	KB to work with MP and AO to test the online system	
ANY OTHER BUSINESS	None		
NEXT METING	ALL	Friday 26th August 2016, 2pm at LMC Summer Newsletter	