

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 | |