

Dates for 2018 meetings are as listed below:

Meeting No	Day	Date	Time	Venue
18	Wednesday	17/10/18	12:30	High Green
19	Wednesday	19/12/18	12:30	High Green

Please note change of time and venue for the above meetings

List of Action Points brought forward

No	Action	Result
07/07	Dr Rughani to liaise with Christine De-Bruyn re PPG attendance at RCPG meetings	AR/CD C/F
09/08	Agenda item 01 (PPG pen pictures), all to complete a short precis of their skills and to allow the practice to pass to Derek.	DB/ALL C/F
05/13	There was a discussion regarding the social media ideas put forward by Rahul Soni. Sean Fleming and Rahul Soni to liaise regarding setting up social media for the practice. Update – Christine to contact Sean for a progress report.	RS/SF/CD C/F
09/13	It was agreed that a Patient Forum meeting should be held in the evening to allow more people to attend the meeting and hopefully join the group. Derek Broomhead to look at booking a room for the meeting.	DB C/F
04/14	Julie to provide Nurses' Wall board dates to Christine	JTS/CD C/F
01/15	Telephone calls from patients are becoming increasingly abusive. The practice is reviewing the telephone service and require a member of the PPG to work on this. Update - Christine and Mark to work with the practice.	CD/MF Disc
02/15	Jemma and Christine to liaise re mental health issues for young people.	JS/CD
03/15	To check if an audible alert can be added to the waiting room screens to advise patients that they are being called for their appointment. Update – The setting has been changed to increase the volume	BF/KP Disc
01/16	PPG to organise a brainstorming event to discuss what should be included in the survey regarding education in the practice.	CD/ALL
02/16	EH to contact all members on the email distribution lists for minutes and agendas to gain their consent for emails to continue to be sent to in accordance with GDPR.	EH

No	Action	Result
03/16	EH to send PRG link to PPG. Update The link is as follows: http://www.sheffieldccg.nhs.uk/get-involved/14-june-2018.htm	EH
04/16	Jemma to check if documents i.e. PPG minutes can be loaded onto the Practice web site and check if a link can be made to a separate page	JS
05/16	CD to send minutes from the telephone meeting to EH. Update Hard copy received from CD.	CD
06/16	EH to send template for pen pictures to Paul Barker.	EH

List of New Action Points

No	Action	Owner
01/17	Kathy/Blake to send draft Terms of Reference document to Evelyn.	BF/KP
02/17	Evelyn to circulate Terms of Reference to PPG members.	EH
03/17	PPG members to review the Terms of Reference document prior to meeting 18.	ALL
04/17	Evelyn to send Brainstorm document to PPG members.	EH

List of Decisions

01	1 week prior to the meeting members of the Steering Group to confirm attendance, to allow Derek to book a suitable room.
02	An agenda item needs to be requested for the next joint meeting with the Management team (09/08/16) to discuss how we can work together to resolve appointment issues.
03	It was agreed to hold future meetings on the third Wednesday of the month on a bi monthly basis at 02:30 pm. The meetings will take place alternately at Burncross and High Green.
04	Review election of Chair and Deputy Chair (agenda item 02 meeting 9 19/04/17). The election was reviewed, and it was agreed that Christine will remain as Chair and Derek will remain as Deputy Chair.
05	PPG members can turn up in the waiting rooms on an adhoc basis to speak to patients without giving priorwarning to the practice staff. They need to report to the receptionist and sign in.
06	The committee members were elected in December 2017. They are as follows: Chair Christine De-Bruyn; Deputy Chair Derek Broomhead; Secretary Evelyn Hemper.