

**SOUTHMEAD SURGERY PPG MEETING 16TH JANUARY 2017
MINUTES**

Present:

Kath Rooksby – NHS England
 Sue Hazell
 Judy D’Arcy
 Joan Davis
 Sandy Sell
 Stuart Collie
 Kevin Blakemore
 Christine Bailie
 Norman Coombs
 Joe Merritt
 Keith Anthony
 Michelle Campbell
 Charlotte Boyle
 Hilary Jones
 Tricia Weidner
 Marcia Lawton
 Georgina McMasters
 Liz Simmonds

Minutes of last Meeting	Read
Appointment of Chairperson & Secretary	Kevin Blakemore – Chairman Sue Hazell – Secretary (temp)
Sharing Information	Regular article in The Farnhams Magazine & Hedgerley Magazine PPG member attend Parish Council Meetings?
Kath Rooksby	Kath introduced herself giving background information Gave ideas of what other PPG members were involved in Areas which could be addressed Discussed being involved in the mock CQC visit
Proposed Ground Rules & Objectives	Thank you to Stuart Collie for producing the document

CQC	Share support that is being given Surgery on target with Action Plan
Mock CQC Inspection	Discussed any members available for 30 minutes between 10am & 3pm
Action Plan	To devise a template – Goals/Actions/Timescales/Outcomes
AOB	You Said – We Did poster % of patients registered for Access – 66%

Next meeting 20th February 2017 - 6:30-7:30pm