

Present

Kevin Blakemore	Judy D'Arcy	Stuart Collie	Georgina McMasters
Chris Parry	Malcolm Simpson	Norman Coombe	Michelle Campbell
Tricia Weidnor	Hilary Jones	Dr T Siva	Liz Simmonds

Apologies

Sue Hazell	Roger Anthony	Christine Bailie	Ruth Millson
Tracey Keogh	Sandy Sell		

Meeting Notes and Actions

Point	Item	Action	Action By
1	Minutes of previous meeting read and agreed as correct.	Outstanding items to be followed up - see 1a, 1b, 1c, 1d below.	All
1a	Action Plan/Template.	Kevin to finalise and distribute.	KB
1b	Attend Parish Council Meeting	Kevin will arrange to present PPG at the next Parish Meeting	KB
1c	2 features to be produced for Parish Magazine. 1) CQC Report 2) PPG activities	Article produced for magazine	SH
1d	PPG constitution that Stuart produced was signed off by the group.	Stuart will finalise the document for distribution to the group.	SC
2	Dr Siva attended part of the meeting and communicated that the CQC report achieved "Good" status. THIS IS NOT CURRENTLY FOR PUBLIC KNOWLEDGE) The surgery has moved up 4 places from "Adequate". There are two surgeries in Bucks area that achieved Outstanding Status 1) Misbourne Practice Chalfont St Peter. John Hampden Prestwood. Dr Siva thanked the PPG group for their contribution and Kevin congratulated the surgery team who have worked effectively to achieve this status. Kevin suggested a large poster to show the status in placed in the surgery.	Dr Siva agreed to talk about FED Bucks at the next meeting.	TS

2a	Georgina shared with the group that anyone can sign up to CQC alerts for all inspections. The web address is http://www.cqc.org.uk/content/our-email-alerts .		
3	<p>Stuart presented the communications plan and shared the 3 areas for initial focus. 1) Website, 2) Surgery Environment, 3) Patient Involvement. Feedback suggests that the website needs attention and is the focal point for immediate information.</p> <p>Stuart thanked Chris, Malcolm, Judy and Kevin for contributions.</p> <p>Kevin expressed thanks to Stuart for his work on this.</p>	The group will commence work on the three areas, complete analysis and share ideas.	SC and team
3a	If anyone needs access to their medical records on Patient Access, this can be requested through Sue.		
3b	Access to the surgery by telephone has been proving difficult and it was reported that the surgery has changed telephone numbers but no one is aware.	Kevin to check if correct and ask for communication of changes to be made	KB
4	Feedback from Georgina who attended the quarterly County PPG Network Forum 23.03.17. This is a patient led group. Simpson Centre in Penn are very active and have received a budget from the surgery. PPG's should have access of up to £2,000 from the surgery. There are 4 localities in Chiltern we can network within Southern (Burnham, the Ivers, Denham and Threeways, Stoke Poges, Misbourne and others).	<p>Chase Nicola Lester for slides presented at the meeting and pass to Kevin</p> <p>Identify best practices</p>	GM
4a	Quarterly County PPG Networking Meetings	Georgina will attend if Kevin is unavailable	GM/KB
5	Belbin Feedback. Kevin shared how this is effective by utilising the skills within the group.	Kevin will coordinate the information to optimise skills of the group	KB
6	Next meeting	22 May 2017 at 6.30 pm.	