**Minutes of PPG Meeting Held Thursday 4th February 2016**

**PRESENT:** DF – Chair

 NL – Vice Chair

 BP Patient

 FM – Patient

 JH – Practice Manager

**APOLOGIES** JP and SP – patients

JH explained that she had had a phone call from JP; unfortunately JP and SP are going to have to step down from the group due to other personal commitments.

1. **Minutes of last Meeting**

Minutes were accepted as a true record.

1. **Matters Arising**

BP asked what had happened with the patient leaflet. JH explained that the leaflet is available on the practice website and in practice. The leaflet was also forwarded to the CCG who have disseminated it to the Patient Network.

Members asked re impact of loss of funding. JH explained that at the moment there is going to be money take off all practices, but that money is supposed to be re distributed. No further information on this at the moment.

CQC report – JH thanked both DF and NL for their input into the CQC inspection. JH gave a brief overview of the report and will forward the draft report to the members.

1. **BP’s Email/How the group moves forward**

A discussion took place about how the group moves forward and BP’s email. It was decided that the BP would contact National Association of Patient Participation (NAPP) to see if they could offer any assistance or guidance. BP also offered to contact other practices PPG members to gain ideas of what they do.

1. **Feedback from Patient Participation Network**

NL gave feedback from the PPG network meeting on 27 January 2016. There were two presentations one given by PD from Council of Voluntary Services and the other given by RD from the council taking about Dementia awareness and the sessions that they are running.

NL stated that there were some concerns that the council seem to be working in isolation.

1. **Any Other Business**

DF stated that there was no notice of when the surgery was closed over Christmas. DF also asked why the practice had no Christmas tree this year. JH explained that she did not put it up because of the CQC visit. DF offered to put it up this year.

BP asked whether the website counted the number of hits it received. JH to check with the website provider.