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| **Committee Meeting Minutes** |
| **Present** | Alf Churchhouse (AC), Anne Mitchelson(AM), Linda Griffiths(LG), Christine Morgan(CM) |
| **Apologies** | George Rogers (GR) |
| **Date** | Tuesday 25 August 2015 | **Time** | 10.00 – 11.30am |
| **Location** | Heald Green Health Centre |
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| **Item**  |
| 1 | **Welcome, apologies and introductions**Each committee member outlined their experience as a committee member of the PPG and why they became involved in supporting the practices. |
| **2** | **Meeting of 3 September**The speaker, person not yet confirmed, will be from Stockport Together which is a Vanguard and a New Care Model where the CCG is working in partnership with the Local Authority, Stepping Hill Hospital Foundation trust and Pennine Care Foundation Trust to work in an integrated way to improve services in health and social care.CM confirmed that security is booked for the evening at the Health centre. |
| **3** | **Development of PPG**CM & LG provided feedback from a meeting they had attended on 24th August with Kathryn Fortune, who is Business Manager for the Practice and Rita Cryer, who is Operations Manager for the Practice. This discussion had included:* Future participation from a member at staff at Committee meetings and at PPG meetings which will be considered and could be on a rota basis and which would improve communication with the PPG
* A meeting with CM & LG & both GP partners to discuss their views of the further development of the PPG – RC had advised this is unlikely to be before October due to work commitments

**Action: CM to write to both GPs with request** * Aim of the PPG is to support the practices and work together
* Posters/information on the Patient Notice board is welcomed and the whole notice board is being re-looked at by RC & staff- It was suggested that we could arrive early for our Thursday meeting and spend some time putting the PPG section in order

The booklet by the Royal College of General Practitioners (RCGP) and the National Association of Patient Participation (NAPP) paper on PPGs was discussed and it was agreed they were useful reference documents.Other issues:* Raising awareness of PPG and gaining more active members by exploring the idea of this being highlighted in any future surveys the practices want doing which usually takes place during the ‘flu season
* AC will continue to produce the posters for the PPG meetings, send a copy to CM & LG and AM will continue to distribute them
* Expenses incurred by committee members were discussed & the difficulty in getting A3 posters to put on the notice board
* Updates on the website of PPG news, minutes etc will be facilitated by RC and it would help if committee members reviewed the current website for any amendments, out of date information etc noted to go back to RC

**Action – all committee members to review website pages and send feedback to CM who will collate this and feedback to RC.*** CM raised the issue of online access to records, currently the summary care record should be available to patients- and will discuss this with the GP partners
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| **4** | **Stockport Together workshop events**CM informed the committee of the day she had spent at the workshop on Proactive Care and had sent feedback to the CCG.  |
| **5** | **Future committee meetings & PPG meetings**PPG meetings dates are:* Thursday 1 October – GP from Dr Wright’s practice TBC

**Action: CM to contact Dr Wright & confirm which GP will speak & on what topic*** Thursday 3 December – Christmas social
* Thursday 4 February – GP from Dr Owen’s practice TBC
* Thursday 3 March – TBC
* Thursday 5 May Annual General Meeting

Committee meetings * Tuesday 6 October at 10.00 – 11.30am
* Tuesday 12 January 2016 at 10.00 – 11.30am
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| **Date and time of the next meeting** |
| **Date** | Tuesday 6 October  | **Time** | 10.00 – 11.30am |
| **Venue** | Heald Green Health Centre |