**Minutes of Patient Participation Group, PPG Meeting**

**Wednesday 6 March 2024**

**1 pm – 2 pm**

**London Road Surgery**

Those Present: Members of the London Road Surgery PPG

Chair of the PPG: Sue Bunney (SB)

Practice Manger: Grainne Donnelly (GD)

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|  | Welcome | GD |
|  | Grainne welcomed everyone to the meeting and as there were two new members explained the history of the group and how the surgery fits into the NHS structure, also introduced new chair to group |  |
| 1 | **Minutes of the last meeting** – GD to put on website | GD |
| 2 | Sue Bunney the new chair introduced herself to the group and explained that although the group has been meeting for some time, now a chair was in place activities could be undertaken by the group |  |
| 3 | Welcome from Sue as this was the first meeting as chair and introduction of two new members to the group, one who saw the meeting information on the temporary PPG noticeboard  **Noticeboard Update:**  Sue updated the group on the noticeboard plan and the group agreed to go ahead with the permanent parts of the board with information at the top and the bottom of the board leaving the middle for notices advising or informing patients  Sue to produce two notices for awareness raising and information. One of these will relate to Measles vaccinations as Measles is currently in the national and local press around the country. The other notice  will relate to “Carer’s Voice”, a project being undertaken by Healthwatch Essex  **Dedicated email address for PPG Group:**  New email for the group now available which is to be added to the noticeboard printing requirement. GD to send information to printer  **Calendar of Events:**  The group needs to produce a calendar of events for the year. This will allow for forward planning but can be changed at any time if issues arise which take precedence over the calendar item. Sue to produce a possible list for the group to decide on relevance and timing.  **Questionnaire:**  A questionnaire had been produced by the group consisting of 6 Yes/No questions to ask patients. The survey has been produced to gauge awareness of the wide range of clinical staff now available for patients to either see via appointments or be referred to by other clinical staff  The questionnaire will be asked by members of the PPG who will attend the surgery | SB  GD  SB/ALL  ALL |
|  | **Healthwatch Essex:**  A representative from Healthwatch Essex spoke to the group about a project that is being currently undertaken in conjunction with Essex County Council. The project is called Carers Voices and is designed to ask unpaid carers what they need or is important to them in their role as a carer. The information will then be used to direct funding to support and assist to meet the needs of these carers.  Awareness will be raised of this project on the PPG noticeboard during March once the noticeboard has been updated. See point 2 above |  |
|  | **Date of next meeting: Wednesday 3 April 2024** |  |