**Dr P K Mohanty**

**Witham Health Centre**

**Patient Participation Group**

**Meeting Minutes**

**Date 19 March 2013 at 2pm**

**Attendees: Apologies for absence:**

Brian Proctor (Chair) Joss Fehmi Practice Secretary

Jeanette Johnson Dr P K Mohanty General Practitioner

Morris Timberlake Janet Butler

John Croager Practice Manager Steve Burtrand (Secretary)

Kenneth Keefe

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| Item | Details | Action |
| 1 | **Chair’s Welcome**  The Chair welcomed all to the meeting  1.1 Minutes of last meetings the minutes of the meetings held on  27 November 2012 and 22 January 2013 were agreed subject to minor amendments highlighted. It was agreed that the minutes would be signed at the next meeting.  1.2 Action Log was reviewed and the following noted:  Meeting at Tollgate PPG delayed until May 2013.  Missed appointment letter now being used.  Nation GP survey results will be on Surgery TV screen once decoration works are completed.  Promotion of members. John advised that the PCT Communications Manager had been of little help, however since contacting the Witham & Braintree Times regarding an article that had been published the Chair and Secretary had discussed the membership issue with the paper who had agreed to publish an article about the PPG. |  |
| 2 | Group Business  2.1   * Missed appointment letter discussed in Action Log. * Patient Survey Results discussed under Action log. However details have now been put on Web site. * Roster of invited guests for action in May 2013 after year end close. * New PPG Members discussed under action log.   2.2 Transforming Services in Mid Essex  The group noted that the date for comments had passed however the document was of interest to members. |  |
| 3 | News from the Practice Manager  John advised that the poor weather had taken its toll on practice staff and all the staff had been under considerable pressure during staff absence.  Dr Mohanty was in effect taking a break during March working mornings only. It was noted that Dr Mohanty had worked continuously since taking over the practice some 3 ½ years ago.  The practice was seeking a replacement receptionist for Clare who left the practice at the beginning of February.  The refurbishment of the practice was now well underway with completion now expected at the end of May 2013. It was noted that the owners, the NHS, had identified more works that needed to be completed than originally thought. This work will be completed in the current programme. |  |
| 4 | Any other business  Morris noted that the invite for the Flu Clinic was still being advertised of the repeat request part of patient prescription. John advised that the flu period had been expended by the NHS until the end of February 2013, the noticed would then be withdrawn or amended.  It was noted that some patients had been experiencing difficulty in getting through to the surgery by telephone, John advised that the second telephone number was about to be displayed on the Web site, it is already on practice leaflets. |  |
| 5 | There being no other business the meeting was declared closed.  **The date of the next meeting is to be agreed.** |  |