**Dr P K Mohanty**

**Witham Health Centre**

**Patient Participation Group**

**Meeting Minutes**

**Date 12 December 2013 at 2:30pm**

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| **Attendees:** | **Apologies for absence:** |
| Brian Procter (Chair)John Croager Practice Manager Jeanette Johnson PatientMorris Timberlake Patient | Dr V P Killy General Practitioner Dr P K Mohanty General PractitionerJoss Fehmi Practice SecretaryDenise Saunders PatientSteve Burtrand PatientJanet Butler PatientMargaret Mott Patient |

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| **Item** | **Details** | **Action** |
| **1** | **Chair’s Welcome****Brian** thanked everyone for attending and took the opportunity to wish all members a Happy Christmas.**1.1 Resignation of Secretary**It was noted that Steve had now gained full time employment and he felt that whilst he would like to continue his interest in the group work commitments meant that he was no longer in a position to hold the office of Secretary. Steve had sent a letter of resignation to the practice. On behalf of the group Brian expressed congratulations and wished Steve all the best for the future, Brian also thanked Steve for all his help and support to the group.Interim arrangements are for the Practice Manager to assume the role of Secretary.**1.2 Minutes of the meeting : 12 September 2013** Signed-off as final by the Chair.  **1.3 Action Log Review**The action log was reviewed and agreed. John to update the Log as necessary.John advised that there was a new Mid-Essex Healthcare Plan due to be circulated in January 2014 for comment by interested patiees.  | **John** |
| **2.** | **2.1 Overview from Provide**John advised that Chris Summers from Provide had advised earlier in the week that he would not be able to attend the meeting. Chris apologised for the inconvenience and advised that he would be happy to attend the next meeting. Chris had advised that he felt that such a meeting would be valuable to both the members and Provide as it would give members a wider understanding as to how the wider aspects of Primary Care worked together.**2.2 Overview from CCG**John advised that Jezz Davis – locality Support Manager from the CCG was unable to attend the meeting. |  |
| **3.** | **Practice News (Practice Manager Update)**John advised: that Dr Killy had now been appointed as a Partner in the practice which will stabilise the practice and enable the practice to start succession planninghe had met with NHS Property Service with a view to drawing up a “Heads of Terms for a New Lease” several issue had been raised with NHS Property amongst which were:lack of securitypatients using staff toiletsdisruption from other service users of the Health Centre (a concern raised by patients)energy wastagelack of space for development of the practiceThe group raised concerns about around the above issues in particular the lack of space available to the Practice at the Health Centre as this was stopping any expansion of patient services at the practice.John advised that the first step was to get a robust lease in place and then look towards space expansion.   |  |
| **4** | **Group Business** **4.1 Adoption of the “Flyer” for new members.**The group agreed that the flyer and questionnaire developed by Steve should be adopted by the group. It was suggested that GPs and reception staff be requested to again pass out membership forms to patients.**4.2 Practice Survey**It was agreed that the practice should undertake another patient survey. The group agreed that if the same survey content was used as the first survey then the group could measure patient perception of improvement. John was requested to check the feasibility of such a survey. | **John** |
| **5** | **Any other business**Group membership was raised and it was agreed that should there be a poor response from prospective new members that the group should consider closing. |  |
| **6** | **Date of Next Meeting** Thursday 10th April 2014 – 2.30pm. |  |