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

**Wednesday 1 May 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 |
|  | Apologies of absence received |  |
| 1 | **Minutes of the last meeting** – Actions from last meeting checked by Chair prior to this meeting and all in progress or completed - GD to put these minutes on website | SB/GD |
| 2 | **Update on noticeboard:**  Noticeboard operational with first campaign awareness raising related to Measles.  It was agreed at the meeting today to display details of the outcome of the first PPG Questionnaire “Did You Know” which asked patients if they knew the range of clinical staff at the practice they may be directed to when asking for appointments or advice. There will be an explanation of the graph and it is hoped that there will also be room to display a poster relating to Pharmacy First where three Pharmacies/Chemists in Wickford are able to advise and treat 7 common health conditions without the need to see a GP.  SB to create a laminated area for the noticeboard to advertise the dates/times of the next meeting of the PPG | SB/GD  SB |
| 3 | **Questionnaire update:**  The first questionnaire carried out by the PPG has been completed. We asked 140 patients 6 Yes/No questions relating to the range of clinical staff available at the practice.  The group is now working on the next questionnaire which will be related to the use of the NHS App and how its use is beneficial for patients and the practice. Discussion was held on what questions need to be asked and a draft copy of the questionnaire will be sent out to the group to give feedback and amend as required. This questionnaire will be handed out by the PPG but will be filled in by patients and handed back in. | ALL |
| 4 | An invitation for the Chair of the London Road Surgery to attend a meeting of the Robert Frew PPG has been accepted for June. | SB |
| 5 | Draft Terms of Reference to be sent out to the PPG to agree | SB |
| 6 | **Date of next meeting: Wednesday 12 June at 1 pm** |  |