

## **Brant Road and Springcliffe Patient Participation Group Committee Meeting**

**1200 hrs 18th December 2018**

### Attendees

Alice H	-	Chair
Colin F	-	Secretary
Karen S	-	Practice Member
Vicky B	-	Practice Member
Michael H	-	Committee Member
Helen K	-	Committee Member

### 1. **Welcome**

The Chair welcomed everyone to the meeting.

### 2. **Apologies**

Apologies were received from Helen S, Fiona D and Lesley J.

### 3. **Minutes and Actions Arising**

The minutes from the previous meeting were agreed. The Chair reviewed the action log and noted the action updates.

### 4. **Terms of Reference**

The draft Terms of Reference for the PPG were agreed and approved.

### 5. **Review of NAPP eBulletin**

The Secretary drew attention to an article in the November bulletin concerning an initiative to reduce the number of missed appointments. The initiative which highlights the number of attended appointments rather than those missed, was discussed and it was agreed the practice would trial it from January.

### 6. **CCG Update**

The Chair briefed on discussions at the recent CCG meeting. A key presentation was an update from RESPECT who presented a draft new DNR form for comment and discussion.

### 7. **Any Other Business**

Karen S advised that there were changes to physio therapy referrals outside the surgery's control which meant they were now being centralised into a central pool and allocated out from there.

9. **Next Meeting**

The next meeting will be at 1200hrs on 19 Feb 2019 at the **Brant Road Surgery**.