**ASCOT MEDICAL CENTRE - PATIENT PARTICIPATION GROUP (PPG)**

**Minutes of the meeting held on Tuesday 23rd July 2019 at AMC (Greenwood Offices):**

**Present:** Stephen Isaia , Chairman (IS), Dr Edward Williams, Senior Partner (DrW), Jo Taylor, Practice Manager (JT), Richard Jolley (RJ), Linda Jolley (LJ), Pam Lakin (PL) Peter Boyce (PB), Sheila Sparks, Secretary (SS)

**Apologies:** Rosalind Hansen (RH),

*Members met prior to the main meeting for a tour of the proposed new premises. The plans were discussed and it is obvious that a lot of refurbishment will be required to make it fit for purpose as a primary care hub. The meeting was then held in the Greenwood Offices so the Group were able to compare ‘before & after’.*

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| 1.  2.  3.  4. | The Minutes of the meeting held on Tuesday 4th June 2019 were agreed and can now be posted on the website, circulated to the Virtual PPG members by email and a copy put on the PPG noticeboard at AMC.  **MATTERS ARISING:**   1. **Heatherwood Site Progress Report:** Following the very interesting and informative site visit SI said it was very important that parking for patients was a priority. DrW asked if the chairman would compose an email to this effect which he could then pass on to the planners. 2. **Spring Newsletter:**  The new format Newsletter had been well received and Roz was thanked for her hard work. A patient had pointed out that in the Powerpoint format it was possible for anyone to make changes to it. It was agreed that the next edition should be sent out as a PDF. 3. **Digital Drop-In:**  RJ has agreed to become the “Digital Champion” of AMC and to run some Digital Drop-In sessions to help patients unfamiliar with computer technology. JT will send out an iPlato message advertising such sessions to see what the take-up would be. With eConsultations being so successful DrW said he could envisage a time when it would be possible to offer 15 minute face to face GP appointments giving patients more quality time when seeing a GP. 4. **Local Networks:** DrW confirmed these had gone live on 1st July 2019 and since then all had been quiet. He advised that a pharmacist is now available two sessions per week to carry out regular prescription checks and can offer Saturday morning surgeries with GP back-up. Appointments are obtained by going through Reception. 5. **Network PPG:** SI advised that he will report back on the next meeting which is due to be held in August. 6. **FFT Patient Feedback via iPlato:** Although only 21 responses had been received for the month of June the results had been extremely good. SI asked that all staff be congratulated for their part in this. JT asked SI if he would send her an email to this effect which she could then circulate.   **Review of Terms of Reference:** The amended Terms of Reference had been circulated with the agenda and were accepted unanimously.  **AOB:**  There was no other business and the meeting closed at 7.30 pm. | **ACTION**  **JT/SS**  **SI**  **RH**  **JT**  **SI** |

Date and time of next meeting: **Tuesday 3rd September 2019 at the normal time of 6.30 pm**

(Paragraph in italics will be omitted when Minutes are distributed more widely)