

Kiveton Park Primary Care Centre
Patient Participation Group Minutes
15th October 2014

Attending: Brian Daniels, Ron Law, Susan Wiethsher, Marilyn White, Sandra Williams, Barry Winterbottom, Dr Say, Becky Clowes.

Apologies: Marsha Raynes, Sarah Wylie, Keith Emsden, Michael Brabbs, Jean Hirst.

1. The minutes of the meeting dated 17th September 2014 were approved.
2. **The secretary role:** Keith has resigned from the role of secretary, Susan volunteered to take on this role and this was agreed by the group. Brian will write a job description for Susan and she will meet with Brian and Marilyn before the next meeting.
3. **Issues register:** Brian suggested having an issue register to record the date issues are raised, what they are and how they are dealt with, to make sure that issues are dealt with. This will be drawn up by Susan and Brian.
4. **Young People in the group:** Marsha has a contact at Wales High School and a young person will be attending the next meeting.
5. **Practice funding:** Brian has received letters back from Kevin Baron and the Department of Health, he is still waiting to hear from the CCG. Brian will chase this. He will also get some dates for Kevin Baron to come and meet with the group, Dr Say said that an afternoon would be better for the practice.
6. **Friends and Family Test:** The PPG agreed that would come down to the practice and do this. They will offer a prize draw to anyone who fills a card in. We start this on 28th November 2014.
7. **News from the Practice:** Dr Grafton is back and we have a new receptionist, Michaela Hancock.
8. **Next Meeting:** 19th November 2014 at 6.00pm.