**Dr Aru’s Surgery Patient Group (PG)**

**Minutes of the Meeting**

**4th December 2018 at 5pm**

**Apologies for absence:-**

DC & Dr WO

**Those in attendance:-**

Chair: - KS, Office Manager: - (DMC), Dr A

SL, JL

1/. Minutes from meeting on 2nd October 2018 read and agreed.

2/. I have contacted Morrison’s regarding possible sponsorship of last page of Patient Leaflet, in the meantime it was unanimously agreed to print a few off and be given to patients as it stands just minus the sponsorship page.-

Action: KS to give the leaflet to DMC to be copied for the time being.

3/. We were unsure what Draft Plan or Business Plan, DC was referring to in agenda for today’s meeting? So we will ask DC to explain.

Action: - DC

4/. Dr A was asked about the mobile phone that HW has, and after explaining the situation, it was decided that action would be taken right away to resolve the issue.

Action: Dr A. **Have already written 2 emails and waiting for her to return the phone.**

5/. It was decided that from now onwards the Patient Participation Group would be known as “Patient Group” (PG for short)

**Action: - All; Completed Name changed**

6/. Dr A was questioned about the chronic illnesses he was referring to when talking about specialist visits to the surgery, they were, Diabetes, COPD, Asthma, Heart & Obesity. After explanation it decided that the first specialist visit would be for diabetic patients.

**Action: - DMC; will start collecting the names of patients to invite for the workshop meeting.**

KS will initially approach Dr M at Kings about a visit February or March, with the surgery inviting 10 specific people to attend on a none personal basis but just an overview basis.

**Action: - KS will let the practice know**

7/. The surgeries Admin Team Meeting will be arranged for the New Year, but the surgery needed clarification from DC as to why Bola from CCG needs inviting?

**Action: DC to clarify**

8/. SL asked about info re weight loss other than Diabetic Clinics confusing information, KS said he would provide some Slimming World info for her at the next meeting.

**Action: - KS to provide the leaflets**

9/. SL also asked about how the surgery goes about referring people to Special Events promoting Southwark Public Health and Wellbeing?

KS told her she had to contact Southwark Public Health and Wellbeing, who then would in turn contact the surgery for further details then the system moves forward from there.

**Action: No further action**

10/. SL & JL both asked about RW (Southwark CCG) thoughts on attracting more new members via “Positive Means”

It was decide that everyone should have a think and see if they can come up with an idea that may help in this department, by the next meeting.

**Action: - All**

11/. We have arranged a call back from the webpage people for Monday 10 December 2018 regarding the webpage updates will be given to all as they happen.

**Action: DMC to follow it up**

12/. Following RW (Southwark CCG) visit and thoughts it was decided that the PG would now meet every 3 months until we have more members, but should an issue arise then a meeting can be arranged beforehand.

**Action: - All**

**Next Confirmed Meeting Dates:-**

5th March 2019 at 11am

4th June 2019 at 5pm

3rd September 2019 at 11am

3rd December 2019 at 5pm

Should anyone know in advance that they cannot attend please advise us so we can work around them date wise.