

Meeting Minutes Template

Meeting type: PPG

Date of Meeting: 22<sup>nd</sup> September 2016

Attendance: Paul Mason, Janet Wain, Freda Price, Emma Stone, Dr Stuart Mellor

Apologies: Lynne Tomlinson, Tony Wardle

Minutes:	Action Points:	Action By:
<p>Janet ran through the minutes of the previous meeting.</p> <p>Notice to be put up in the reception area informing patients of the number of DNA'S (Did not attends) each month</p> <p>Nurses are now contacting patients in the chronic disease clinics to remind them of their upcoming appointments, this has reduced the number of DNA's for these clinics.</p> <p>How do we attract new members to the PPG?</p>	<ul style="list-style-type: none"> <li>• Wireless Buzzer for reception desk</li> <li>• Contact previous members to see if still interested in attending the meetings</li>   <li>• Reception to run a search on a monthly basis and display figures in the waiting rooms</li>   <li>• Display Posters, leaflets etc.</li> <li>• Clinicians to try and push PPG</li> <li>• PPG Members to try and push PPG</li> </ul>	<p><b>Emma to check</b></p> <p><b>Emma to contact</b></p> <p><b>Emma to discuss with Reception</b></p> <p><b>All</b></p>

**Place Based working**

Dr Mellor talked to the group about Place based working.  
The NHS is breaking groups up based on areas, for example Heanor is one area with the 3 Practices in that area to be working together. Each Place will have a clinical leader, CCG etc.

15% of Secondary care budget is to be put into Primary Care.

**Date of Next Meeting**

Thursday 8<sup>th</sup> December 2016 at 4.30pm