**Date:** 24 July 2017

**Venue:**  Felix House surgery – staff room

**Attendees**

Liz Stewart (LS) - Chair Grahame Levett (GL) Val Johnston (VJ) Frank Mills (FM) Serena Rana-Rahman (SR)

**Apologies**

Andy Jones (AJ) Jane Sinski (JS) Alex Sinski (AS)

**Agenda used**

1. Roll call / apologies
2. Review minutes & any matters from previous meeting – All
3. Updates from the surgery – Liz
4. Feedback from Darlington Community Council – Grahame
5. Arrange next PPG meeting & assign actions - All
6. AOB

**Summary**

Liz updated the group on the date for the move into temporary accommodation. This will take place over the weekend of 16th/17th September 2017.

There has been no developments with a bus service to the new site and so Grahame and Val have offered to look into volunteer driver schemes and any insurance implications.

The group discussed the best way to gather patient views as it was felt the current way of working was not effective. Suggestions around focus sessions being set up for PPG members to engage with patients. This would require commitment on the part of group members. As not all members were present this is to be discussed further.

Grahame gave an update on the Darlington CCG meeting. PPG members are encouraged to attend meetings of other practices to see best ways of working. Discussion over hub practice PPGs coming together

Due to the workload over the coming period with the move the next meeting date is tba.

**Actions**

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| --- | --- | --- | --- | --- |
| **Number** | **Description** | **Action** | **Owner** | **Status** |
| 7 | Volunteer driver schemes to be investigated | GL has contact details | GL/VJ | Open |
| 8 | Best practice for PPGs | GL will attend other meetings and feedback | GL | Open |
| 9 | PPG members to devote time to gathering patient views | Carry forward for discussion at next meeting | All | Open |
| 1 | Terms of Reference for the PPGare required | ToR example to be circulated | LS | Complete |
| 2 | Type minutes | Circulate for review | AJ | Complete |
| 3 | The design of the turning circle at the Yarm Rd temporary surgery location is to be reviewed. | Confirmation received that this is compliant with highway regulations | LS | Complete |
| 4/5/6 | Surgery move comms. | Information circulated | LS | Complete |

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