**Date:** 15 May 2017

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

**Attendees**

Liz Stewart (LS) - Chair Graeme Levett (GL) Jane Sinski (JS)

Andy Jones (AJ) - minutes Frank Mills (FM) Val Johnston (VJ)

**Apologies**

James Edwards (JE)

**Agenda used**

1. Roll call / apologies
2. Update on temporary accommodation for surgery – Liz
3. Hub working – Liz
4. Surgery latest – Liz
5. Feedback from Darlington Community Council – Liz
6. Discuss PPG meetings –format / content / timings / minute taking - All
7. AOB

**Summary**

The new portacabin surgery is planned to be in place on the site at Middleton Hall for a move of surgery end of July. Potentially this planned date could slip and LS would work with Dr Marshall in the event an extension was needed.

The new portacabin surgery will be approximately the same square metre size as the current building.

The portacabin building is expected to be in use for 2 to 3 years while funding, plans and build work for the new built surgery are progressed.

With the move away from Felix House there will be a new name for the surgery. It will be called St George’s Medical Practice and the web address [www.stgeorgesmp.co.uk](http://www.stgeorgesmp.co.uk) has been reserved. Traffic from the existing felixhouse website web address will be forwarded initially.

LS also described how difficulties in the strategic approach to planning for the wider GP community makes thing difficult when decisions need to be made as regards the future of our surgery here in the village especially as we are a small practice with circa 5,500 patients only.

Hub working was discussed and potential shared services with Whinfield medical practice and Denmark St surgery in Darlington may be on the cards in future. Some early work on administrative economies for stationary and so forth are being discussed currently.

GL provided us background as to the last DCC meeting and explained some of the difficulties even at that level of getting decisions made. VJ added that she had seen similar slow progress for other surgeries as she had previous experience. VJ suggested we might consider raising our concerns about our new surgery to the appropriate management. However, after some further discussion, it was agreed to hold off on this course of action for now.

VJ suggested a terms of reference for the PPG group would be beneficial. LS said she would provide a useable copy which we could tailor as required.

LS advised the PPG meeting should be held every 4 weeks and use a similar agenda as input. This was agreed. Next PPG meeting will be Monday 12th June at 14:30. The meeting will be held at the Felix House surgery in the staff room.

**Actions**

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| **Number** | **Description** | **Action** | **Owner** |
| 1 | Terms of Reference for the PPGare required | ToR example to be circulated  | LS |
| 2 | Type minutes | Circulate for review | AJ |

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