

**PENNYGATE MEDICAL CENTRE  
109 LADIES LANE, HINDLEY  
HINDLEY, WIGAN, WN2 2QG  
MINUTES FROM PPG MEETING HELD 3.10.11 at 5.30pm**

**Present:**  
**Staff: APOLOGIES FOR CK**  
**Patients:**

<b>Agenda Items</b>	<b>Summary</b>	<b>Actions</b>	<b>Lead</b>	<b>Deadline</b>
Minutes from last meeting	The minutes of the September meeting were not signed off. Amendments were proposed.	N/A	BF	N/A
Matters Arising	The group had made several queries/suggestions which are still awaiting action. The group have concentrated their efforts so far in updating their skills and extending their knowledge in areas which are new to many, e.g. consortia, commissioning, Ling networking, care homes, CQC leaflets, abbreviations in health and care articles in the borough etc and welcomed speakers. GS has emailed Gordon to ask if he would be prepared to lead a short session on the Lewisham document. The cupboard for the group needs to be accessible during our PPG meetings for reference. It is no use in another room.	CK	CK	Next meeting
Chairs opening remarks	The chair apologized for the confusion about tonight's meeting. He confirmed that in future all meetings would be held as agreed, i.e. the first Monday of every month at 5.30 for 6. At the inaugural meeting it had been arranged that secretarial support would be supplied from 6-7 with the clinicians attending every other meeting. This has not happened.	CK to discuss comments at next meeting.	CK	Next meeting
General discussion	Although the group is small at 5, we felt that it had settled into a good cohesive unit but we are concerned with the lack of response to repeated requests/suggestions. The chair proposed	Info session	BF	Wed 12.10.11

	<p>that he should have a word with the practice manager about this.</p> <p>The chair proposed that the group holds an information session for the PPG next Wednesday 12<sup>th</sup> October from 9.30-12.30 in the downstairs waiting area with anyone else who was available joining him.</p> <p>GS produced an article which she had submitted to the Link Newsletter about our group. Any member is welcome to submit an article either individually or via GS. Any article for the ordinary press should be submitted to the chair to avoid duplication. Suggestions for either are welcome.</p> <p>A leaflet 'Standards to expect from your NHS Hospital' from the CQC was distributed along with copies of Arthritis News Autumn 2011.</p> <p>The group was informed of an event at The Rose Club (formally the Monaco) on 12<sup>th</sup> October – poster provided.</p> <p>It was agreed that the extra half hour from 5.30-6.00 had been most beneficial.</p> <p>On occasions when secretarial support was not available the group offered to minute the meetings and supply a copy to CK to type up and distribute.</p>			
Glenys	GS had relinquished the role of Facilitator to the group due to possible conflict of interest but would still attend as an ordinary patient member.	N/A	N/A	N/A
Any other business	Awaiting reply from Gordon			
Next Meeting	7 <sup>th</sup> November 2011 @ 5.30pm			