

**Havelock Grange Practice
Minutes of Meeting**

Meeting Title: Patient Forum	Date: Wednesday 10 th February 2016
Time: 13:00	Venue: Meeting Room 1, One Life, Hartlepool
Chair: Gregory Plews	

Present: Dr Patrick Mc Gowan, EC, BC, JG, MM, Michelle Martin (Practice Manager)

Item no.	Item description	Action for	Due date?
1	Apologies for Absence IC, MC, JE, MS, PW & WH		
2	Minutes of previous meeting Proposed and seconded as a true record		
3	Matters Arising <ul style="list-style-type: none"> a. Attended Sheet - all present agreeable for names to be published b. Humanitarian Doctor Bid – no suitable candidates c. Pharmacy Pilot Bid – practice not successful, GP also stated that he had not been able to obtain information from the CCG. d. On Line Services moving to new website – no further information e. Brierton – re-opened Monday 11th January 2016, positive comments have been received from several patients regarding the service and the Practice environment. f. Dr J McKenzie – has safely delivered twins a boy and girl g. Nurse - has been appointed, awaiting references before a suitable start date can be agreed h. Practice Assistant has been appointed, awaiting references before a suitable start date can be agreed i. Texting Service – Practice are actively seeking consent from patients to use this and then the practice will purchase a “bundle” of texts to use. 		
4	Epilepsy “What to do in an Emergency - JG Due to attendance, JG gave a brief introduction, advice and guidance on how to help patients who have a seizure, this was very informative and the group found this useful, literature was also handed out.		
5	Community Health Ambassadors – JG the CCG (Clinical Commissioning Group) has developed the Community Health Ambassador Programme, which JG is now part of. The aim is to effectively engage and involve local people in the planning and development of health services. For further information on becoming an ambassador please speak to JG. The group thanks JG for the time spent on preparing her talk on Epilepsy.		
6	Patient Survey – GP It was hoped to develop a patient questionnaire tonight but due to low numbers it was agreed to defer this until the next meeting.		

Continued

Item no.	Item description	Action for?	Due date?
7	Yearly Schedule of Meetings – PW/GP A suggestion to set meetings for the coming yearly was proposed. After discussing this, it was agreed to hold a meeting the first Wednesday in the month every quarter. MM to produce list of dates.	MM	
8	Chair of Group – GP GP highlighted that he had been in post for a year and that if anyone is interested in taking over to put themselves forward. However GP will continue if that is what the group want.		
9	Date & time of next meeting As per schedule		