**Huntingdon Road Surgery Patient Group Committee Meeting Minutes**

**Wednesday 5th June 2019**

Present: Mike Hewins (chair), Jennifer Deegan, David Faulkner, Jean Harding, Yvonne Higgons, Robert Sanders, Neil Patterson

Apologies; Sarah-Jane Jarrold Waiting to hear from Jackie Grimshaw

2. Minutes of last meeting 10th April. Agreed

3. **Questionnaire**. Still due to start. Now planned for week beginning 10th June. A question remains about GDPR: is consent given to the Surgery or the PG for electronic mailing of PG business such as questionnaires? JD asked how many people are signed up for email with permission for them to be sent questionnaires? 100 people receiving questionnaires by email would be enough to gain useful data from replies.

A notice of the Questionnaire can be put on the website, but NP said this is dated and difficult to update. JD offers to put a link on the website to the questionnaire.

 **ACTION: NP to speak to SJJ** re being in touch with JD if she needs help with a link for the first questionnaire and with updating the website.

**Website.**  JD commented that the website is functional and ‘hits the spot’ and she has information about other reactions to the website. The surgery are currently conducting an internal review. JD offers help with design of a questionnaire about the website following that review. YH commented that student reactions to the website are needed. MH advised that different groups of patients had very different expectations of the Practice and all groups needed to be considered.

NP advised that 47% of patients are now signed up for electronic booking of appointments, seeing test results, etc. The surgery is working to increase this percentage.

4. **Flow chart.** NP provided a PG Programme for June to December showing the NHS England Awarness campaigns alongside PG activities. This needs to be a rolling annual plan for overview. Committee Meetings could be provisionally planned monthly for the second Wednesday; Open Meetings would include the AGM with Surgery Plan update in September, and two or three other Open Meetings. National plans could be shown under Poster Campaigns or Theme/Promotion and might also provide items for Newsletters planned for about three times per year. The surgery (NP/SJJ) has information about National Plans, and the PG Committee could then provisionally plan Open Meeting Questionnaire topics and dates.

**ACTION – take forward to next committee meeting**

5. **Open Meetings**. DF’s suggested protocol for planning Open Meetings provides detail of the tasks ahead of a meeting. Discussion revolved around the inefficiency now of holding a meeting for only a small number of people. Much more use should be being made of the internet for communication. The GPs want ideas from this committee.

**ACTION** “How to maximise the reach” is to be the major item for the next committee meeting.

6. **Open Meeting 3rd July**  Lisa has been contacted by SJJ and is expecting to come on Wednesday 3rd July to talk about Dementia. No refreshments will be provided this time **ACTION**: YH to determine whether this can get into the next Girton newsletter. If not, YH to inform SJJ and MH who will need to tell Lisa and ask for this to be postponed until October. **ACTION:** MH to chair

7. **A.O.B** MH asked how new committee members are appointed to committee.

 NP reported that EPS will start on 1 July 2019. CQC will be having a conversation with HRS on 19th June 2019

**Next committee** meeting Wednesday 10th July. Also Wed 14th August if required.