**PPG Meeting Actions/Minutes**

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| **Date:** | 29/08/2019 |
| **Attendees:** | Susan quye/Vicki Anderson/Rose Geany/Laurence Springthrope  Ali Rana/Christiana sakyi (PM) |
| **Apologies:** | Other Members |
| **Place:** | Albert Road Surgery 14.00 PM |
| **Agenda:** | * **Cross Organisation Booking (sat/Sunday)** * **Central Pharmacist** * **New GP to Start also Dr in Training** * **Google Review/NHS choices** * **Flu Season 2019/2020** * **AOB** * **Date of next Meeting 28/11/2019** |
| **Recorded by:** | Ali Rana |

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|  | **Description** | **TASK** | **Action by** |
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| **Actions** | | | |
| 1 | * Minutes of last meeting discusse with Group * Crosss Organistaion booking for weekend explain that Newham CCG added weekend appointments its available for patients to booked even in late night for emergency issues   Also to avoid A&E Group is happy on this sevices | TASK  Ali | Ali |
| 2 | * Pontoon dock Update   Practice manager not certain when Britannia Village will move to Pontoon Dock as the date for movement keeps changing. Members have asked the practice to keep updating PPG members regarding the move. | TASK:  Ali /Christiana | Ali |
| 3 | * Central Pharmacist   AR explained to members that the practice have other pharmacist who work across sites to help with prescription. This will help to reduce the backlog the practice faces.  A member did mention how script get lost a few times even though it has been handed in the request to reception.PM will investigate this and report back to the member. | Task |  |
| 4 | Salaried GP   * The practice has employed two salaried male GP. One starting in September and the other starting November. | TASK  Ali/christina | Christiana |
| 5 | * Google Reviews /NHS choices   AR has reminded members to leave google review on the practice page. | TASK: |  |
| 6 | * FLU Season 2019   PM reminded members the flu season will start in September . PM advise all those eligible to either walking or book in advance. Members asked if non eligible patients can be given flu jab. PM explain that flu given is given to eligible patients nad that the chemist can give flu for a fee. PM explained that it might be possible to give flu jab to non eligible patient but it will be after the flu season. | TASK:  Team albert Road |  |
| 7 | * AOB   A member suggested if we can add the practice name at the top of Accurx message. PM explained not sure if this can be done as default but will look into it. PM will remind all staff to free text practice name when sending message | Ali |  |
| 8 | Next Meeting will be on **28/11/2019 At 14.00 pm** |  |  |