

Sedlescombe & Westfield Surgeries
Minutes of PIG Meeting
Tuesday 9th January 2018 1800-1920hrs at Westfield

Attendees:	Kevin Katner (KK) – Chair – Keith Newman (KN) – Practice Manager Tim Hills (TH) Phil Tomlinson (PT) Monica Betson (MB) Lindy Latreille (LL) Suzie Millns (SM) – Minute Taker
1.	Welcome and Apologies John Morgan (JM) Diana Nichols (DN) JM will be retiring from the PIG, although remains happy to help out when required. KK extended his thanks for all his work.
2.	Matters Arising <ul style="list-style-type: none"> a) <u>Practice Brochure</u>: In discussion with website provider. The new Practice Brochure will mirror the revised website. Ongoing b) <u>Area Support Meeting</u>: KK has been asked to Chair the area Forum and therefore will not be able to be a delegate. LL confirmed she will attend next meeting on 16th January. c) <u>Patient Electronic Book In</u>: Going well so far, only a few patients are having trouble entering some information. This system saves time for the receptionists and has future potential to provide additional services. d) <u>Josh Broadway</u>: No date set as yet to visit both surgeries.
3.	Virtual Membership Group Marianna Barber (MB) has joined and JM will be invited. Members will receive agendas, minutes and other relevant communication. An additional contact was given to KK to get in touch with. We would like to have representatives from different age and social groups within both villages.
4...	Networking & Good Practice Meeting KK distributed a document detailing the items discussed. Level 2 Safeguarding training is available through ESCC – details are attached.
5.	PIG Policies & Structure Discussed re-wording the final bullet point in the Purpose Statement. See copy of attached email from PT with the proposed new version. Another note to be added re screening potential new members of the PIG. PT to send info to MB, LL & KK. See attached document of members contact details.
6.	Meeting with other surgeries in the Federation KK recently met with three colleagues from other surgeries with the Federation Key messages: <ul style="list-style-type: none"> a) All other surgeries have a GP partner in the group b) All surgeries have a Practice Manager involved c) All members of the group have established roles

	<p>d) All other groups provide workshops and information events</p> <p>e) Some are involved in fund raising</p> <p>Discussed asking Dr Pashley to be a part of this PIG, or for members to meet with her once or twice a year.</p>
7.	<p>Questionnaire</p> <p>Some minor rewording was discussed. The committee unanimously agreed to the changes and the questionnaire was approved.</p> <p>It will be ready by the end of the week. Copies will be available at Reception of both surgeries and to download in pdf format from the website.</p> <p>Questionnaires will be available for a couple of months.</p> <p>Patients will be reminded by a notice on the screens in the waiting rooms.</p> <p>SM agreed to collate the information from completed questionnaires.</p> <p>TH to put a note on Westfield Facebook page and contact village newsletters and Battle Observer.</p>
8.	<p>KN Update</p> <p>Drugs shortages are continuing</p>
9.	<p>Any Other Business</p> <p>None recorded</p>
8.	<p>Next Meeting</p> <p>The next meeting will be on Tuesday, 20th February at 6.00pm at Westfield Surgery</p>