| Minutes – PPG Meeting |
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| Location: | Room 2 |
| Date: | 12th February 2018 |
| Time:  Present: | 11.30am  Margaret Allan, Carole Simpson, Dr Ofoegbu, Fiona Gormley, Practice Manager |

1. Apologies – Wendy Thomson
2. Approval of previous minutes – update from the previous minutes was as follows:

* Suggestion box – this is now sitting in the waiting room. So far there have been four comments – all regarding the appointment system/availability of Dr Dixon. As previously discussed, it is impossible to have a system which everyone is happy with. Dr Dixon is only one person and cannot produce any more appointments.
* Flu clinic – well attended again this year at the Fountain. Thank you to everyone for spreading the word and distributing posters.
* Text messaging – the Surgery has now started using this service to remind people about appointments as well as advise when annual reviews are due.

1. Recruitment of ANP – we have an Advanced Nurse Practitioner who will be starting on 26th February. Her main role will be to do the triage calls and see patients within her remit who require same day appointments (e.g. chest infection, sore throat, earache etc.)
2. New members – there is one new member to the group – Wendy Thomson. Unfortunately she was unable to attend today but hopes to be at the next meeting.