

Willesden Green Surgery Patient Participation Group

18th May 2017
2:00pm – 3:30pm

Agenda:

- Welcome and introductions

- Minutes of last meeting
 - Any issues arising

- PPG Short Talk
 - Shorter meeting today: video

- Surgery Updates
 - New shelving for leaflets
 - Now open Thursday afternoons
 - Infection Control

- Open Space

- Next meeting
 - September 2017

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Minutes:

Item	Discussion	Action
1.	<p>Welcome</p> <ul style="list-style-type: none"> Welcome and introductions. The group were introduced to Thecla Silva as the Chair. 	
2.	<p>Surgery Updates</p> <ul style="list-style-type: none"> Security light fixed outside the surgery. Upcoming change to opening hours: to open Thursday afternoons from February 2017. To change chairs in the waiting room. A white board has been put up in the waiting room, to display the names of staff on duty. 	Within the next 6 months
3.	<p>PPG short talks</p> <p>Yoel from Brent Carers Centre kindly came in to talk to the group about support available to carers in Brent. He also brought leaflets to distribute, and explained the process of registering as a carer and how to access help and support.</p>	
4.	<p>Open Space</p> <ul style="list-style-type: none"> Ceiling fan The notice for opening times has been removed from outside. 	<p>The group voted against the installation of a fan.</p> <p>To re-do and put in the window, to stop people from taking it down.</p>
5.	<p>Next meeting</p> <ul style="list-style-type: none"> To be held at 2pm on Thursday 18th May 2017, at Willesden Green Surgery. Narinder Jayaswal to chair the next meeting. 	