**Sherborne Apples Forum (SAF) Steering Group Minutes Monday July 24th**

Attendees : Philippa, Irene, Dy, Alan, Bruce, Jill, Kay, Mark

1. Minutes of last meeting agreed.
2. Reviewed Questionnaire

Unintended consequences of promoting, ‘booking on line’

How will it affect the availability of appointments?

How will it affect receptionists, is the system live for patients and receptionists?

For those patients who prefer to call or require an urgent appointment the receptionists are there, it was not deemed appropriate to put another option of appointment into the new (this year) telephone system.

Booking on line is to be perceived as another tool to get an appointment and aid the ease of booking.

As we proceed with the survey we need to be aware of the male/ female balance we are achieving to reflect surgery population. PC/KJ/AP

Survey Monkey with its many benefits was offered as an option to complete the survey. All agreed this as best option.

Current paper format to be put on line A Friday 28th July

GP’s to agree survey questionnaire and plan in principal PC /GPs Monday 31st July

Email us and inform of access so we can tweak All Wed 2nd August

Draft & print letter of authorisation PC

Communicate with extended SAF members to help as ‘interviewers’ PC

Draft flyer/poster for comments by email prior to 21st August PC

Print small number of flyers, place in waiting room/newsletter PC/A 24th August

Test acceptability of questionnaire All + other volunteers

Amend questionnaire KJ/ AP

Interviewer briefing/next meeting All Monday 21st August

Commence/complete interviews All 4th Sept/18th Oct

Initial review of data KJ/AP 13th Sept

Presentation of results to Steering Group/GPs tbc

**AOB**

Gryphon School, Sheltered Housing, Dispensary Information not discussed. Please could you email any information regarding the above, I am conscious we have not confirmed how, who or what we will be doing with The Gryphon as KH was the contact

Chairs Meeting 6th September no volunteers, please could content details be emailed and anything affecting SAF be discussed at a steering group. KH

Document re Joining a PPG to be distributed by email JG

If you have any suggestions for improvement to the document please communicate with KH

Interesting observations re take your own blood pressure equipment in Milborne Port surgery MK and also boundary issues between Dorset and Somerset BD

 I suggest we find a way of keeping a running list of ideas/suggestions to enable us to refer to and use as potential projects for the future.

Review the minutes of previous meetings and create a listing JG

**Next Meeting/Survey Training Monday 21st August 6.00 Apples Surgery**

**Next Meeting for Reference Group AGM to be agreed at next meeting.**