

**THE GLENFIELD SURGERY PATIENT PARTICIPATION GROUP**  
**Minutes of meeting held 13 January 2016 at the Surgery 6:30pm**

**Present**

**PPG:** Angela Appadoo (AA) Peter Anderson (PA)  
 Andy Cereseto (AC) Julia Jones (JJ)  
 Mick Reeves (MRe) (Chair) Elke Rohn (ER)  
 Helen Walton (HW) Penny Wilson (PW)

**Practice:** Diane Alonzo (DA) Angela Tilley (AT)

**Apologies for Absence:** Hina Patel, Mina Rodgers, Pat Humphreys

**Action**

<b>1</b>	<p>Mick welcomed Helen Walton and Peter Anderson to their first meeting.</p> <p><b>Practice Awareness briefing</b></p> <p>Unfortunately Dr Chotai was unable to attend the meeting so no briefing was given.</p>	
<b>2</b>	<p><b>Minutes of the last meeting</b></p> <p>These were agreed and signed as a true record.</p>	
<b>3</b>	<p><b>Matters Arising from last meeting</b></p> <p>Heavy front doors – the maintenance man has inserted airbricks into the wall of the front foyer to relieve the vacuum effect between the 2 outer doors. This has not improved the situation. He will be asked to adjust the door tensioners but this has to be done with in strict tolerances as the doors are fire doors and cannot close too quickly.</p> <p>The Practice will also investigate the cost of installing electric doors and see if this can be funded from 106 monies.</p> <p>As the doors are proving heavy for some elderly and less physically able patients to use, there may be issues under the Public Heath Guidelines. The Practice to investigate this.</p> <p>TV monitors – downstairs waiting room setting need further adjustment to keep information on the screen for longer. Upstairs waiting room awaiting equipment.</p> <p>Blood Pressure monitor – a request has been made to purchase a Blood Pressure from 106 monies. The meeting was split as to the value that this would bring to the Practice. It was agreed to approach other Practices that had these monitors to assess the benefit.</p>	<p style="text-align: right;"><b>AT</b></p> <p style="text-align: right;"><b>AT</b></p> <p style="text-align: right;"><b>DA/ AT</b></p> <p style="text-align: right;"><b>AT</b></p> <p style="text-align: right;"><b>MRe/ AT</b></p>
<b>4</b>	<p><b>PPG Recruitment.</b></p> <p>Peter Anderson has joined the group, Richard Bowers has resigned due to increased commitments with Glenfield Parish Council and Sue Worthingtpn has extra family commitments at present so will join the Virtual group. Sue anticipates that she will have the time to rejoin the main group in the future.</p> <p>We now have 10 members in the main PPG and 11 in the Virtual group..</p>	

	<p>Andy raised the point that we should be aiming to increase the numbers in the virtual group as this could considerably increase the number of patients inputting their views into the running of the Practice. A wider discussion ensued on topics such as the PPG's objectives and how we engage more with the Patients.</p> <p>It was agreed that Andy and Helen would work on this to firstly put forward ideas to considerably increase the numbers of virtual group members and secondly to prepare a list of topics that they believe the PPG should be tackling. As and when they have any information available it will be emailed to the group for comment.</p>	AC/ HW
<b>5</b>	<p><b>Practice Staff Movements</b></p> <p>Dr Ahmad GP and Dr Al-Taei GP Registrar are now on maternity leave.</p> <p>Dr Charita Charavta and Dr Yasmin Faizi have both joined on 12 month contracts.</p> <p>On the nursing side Maureen Spencer, Mary Carr and Alison Berry have joined the Practice.</p> <p>Bonnie Auty and George Cardinal-Howard have both joined the Admin staff on 12 month apprenticeships.</p>	
<b>6</b>	<p><b>Premises Alterations progress</b></p> <p>The work carried out to date has been inside the house. The upstairs is being reconfigured to provide office space for Admin staff and the ground floor will have additional consulting rooms.</p> <p>The Practice was asked if it would display the plans in the waiting rooms.</p>	AT
<b>7</b>	<p><b>Patient Experience Survey 2015/16</b></p> <p>The Patient Experience Survey form has been agreed with the Partners and the survey will be carried out by PPG members between 18 January and 4 February. Elke, Helen, Penny and Mick have volunteered some of their time to carry out the survey. Many thanks in advance to them.</p>	
<b>8</b>	<p><b>Newsletter – February 2016 edition</b></p> <p>An initial draft newsletter has been circulated and commented upon. Changes will be made and re-circulated.</p>	MRe
<b>9</b>	<p><b>Items for next Partner's meeting</b></p> <p>PPG members were asked to submit items for the next Partners' meeting to Mick.</p>	ALL
<b>10</b>	<p><b>Attendees for the next Partner's meeting – date to be agreed</b></p> <p>The virtual group members are to be asked if any of them wish to attend the next meeting, if not Julia will attend with Mick.</p>	
<b>11</b>	<p><b>Any other Business</b></p> <p>A request was made to the Practice for some chairs with arms to be made available for use by less physically able patients.</p> <p>The Practice was asked to change the signage to make it clear that access to consulting rooms 14 – 16 can be gained by using the lift.</p>	DA/AT DA/AT

<p><b>12</b></p>	<p>Some discussion took place over end of life care procedures. As it arose from a particular case it was felt best that the Practice and the PPG member raising the point should discuss this outside the meeting if appropriate.</p> <p>Helen asked if any funding is available for PPGs from the Clinical Care Group (CCG). Mick to investigate.</p> <p><b>Date of next meeting</b></p> <p>Next meeting will be held on 13 April 2016 at the surgery <b>commencing at 6pm.</b></p> <p>The meeting closed at 8.25pm.</p> <p><b>Minutes approved:</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;"><b>Chairperson</b></th> <th style="width: 20%; text-align: center;"><b>Date</b></th> </tr> </thead> <tbody> <tr> <td style="height: 200px;"></td> <td></td> <td></td> </tr> </tbody> </table>		<b>Chairperson</b>	<b>Date</b>				<p><b>MRe</b></p>
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