THE GLENFIELD SURGERY PATIENT PARTICIPATION GROUP

Minutes of meeting held 14 December 2016 at the Surgery 6:00pm

Present

PPG:Angela Appadoo (AA)
Dave Zanker (DZ)Mick Reeves (MRe) (Chair)
Debbie Bradley (DB)Practice:Diane Alonzo (DA)Debbie Bradley (DB)

Apologies for Absence: Hina Patel, Mina Rodgers

Action

1	Minutes of the last meeting	
	These were agreed and signed as a true record.	
2	Matters Arising from last meeting	
	To mark their retirements the PPG presented 2 bottles of red wine to Dr Cooper and gardening vouchers to Dr Salt.	
3	Election as Chairperson	
	Mick had indicated at the last meeting that he wished to relinquish his position as chairperson, but as no one was prepared to take on the role he will continue until a replacement can be found.	
4	Practice Staff Movements	
	Dr Duru will be leaving us on 30 th December. Jane Kirkpatrick, receptionist, leaves on 15th December.	
	Registrars Dr Charavda, Dr Faizi and Dr Smith left on 6 th December and Drs Jordan and Bari joined on 7 th December as replacements. On 5 th January 2017 Dr Ahmad returns from maternity leave and Dr Whala joins us as a salaried doctor on 9 th January.	
	In January a private osteopath, Dhruve Shikotra will be using a consulting room for 2 mornings each week should patients wish to take advantage of this service. Notices about this will be displayed in the waiting rooms nearer the time.	
	Respiratory nurses will be running clinics for patients with COPD and chronic asthmatic conditions from 28 th January 2017. Our practice nurse, Jo Marlowe, will be receiving training so that she can run this clinic going forward.	
5	PPG members update	
	Since the last meeting, Helen Walton and Julia Jones have resigned from the group. Julia has asked to be part of the PRG (Patient Reference Group).	
	The PPG now only has 4 members so it is crucial that we recruit more members to the group. It was agreed that we would produce a PPG leaflet to give to new patients and to hand out to existing patients to try to encourage more interest in the group.	MRe

	Additionally the monitor information in the waiting rooms will be reviewed to ensure the information is current. Diane to forward the Powerpoint presentation to the PPG.	DA
6	Annual survey	
	The Patient Experience Survey form had been circulated prior to the meeting and was generally agreed to be satisfactory, although the final date for agreement is 20 th December.	
	It was agreed that the survey would be carried out in February 2017 by the PPG.	
	Mick to contact the PRG to see if anyone is available to help.	MRe
7	Notice boards	
	It was noted that the PPG notice boards were not up to date so it was agreed that the PPG would take responsibility for their notice boards.	DZ
8	Any other business	
	A draft newsletter for December had been circulated prior to the meeting. Changes were required for additional practice staff movements. Mick to amend and re-circulated before distribution.	MRe
	Third party prescriptions, the East Leicestershire and Rutland Clinical Commissioning Group have issued instructions that all patients must re-order their repeat prescriptions through the surgery. This change will be implemented by all GP surgeries over the next 15 months. Our surgery took the decision to make the change on 1 st December 2016 and is one of the first surgeries in Leicestershire to do so. There has been some initial confusion about the change but patients affected have co-operated well with the surgery and a noticeable number have signed up for online services so that they can order their repeat prescriptions from their PCs and laptops at home.	
9	Date of next meeting	
	Next meeting will be held on Thursday 16 th February 2017 at 1.30pm.	
	It was agreed that future meetings would be held on Thursday lunch times so that Practice staff would be available to attended	
	The meeting closed at 7.10pm.	
	Minutes approved: Chairperson Date	