

**THE GLENFIELD SURGERY PATIENT PARTICIPATION GROUP**  
**Minutes of meeting held 5<sup>th</sup> October 2017 at the Surgery 1:35pm**

**Present**

**PPG:** Sue Denham (SD) Mick Reeves (MRe) (Chairman)  
Mina Rodgers (MRo) Dave Zanker (DZ)

**Practice:** Dr Amna Ahmad (AA) Diane Alonzo (DA)  
Dr Nainesh Chotia (NC) Dr John Cooper (part)  
Zeenat Hassan (ZH) Riz Ismael (RI)  
4 year 1 medical students

**Apologies for Absence:** Debbie Bradley, Angela Appadoo, Jane Glover, Dr Justin Traynor,  
Tina Worrow

**Action**

<b>1</b>	<p>Mick opened the meeting and said that he had asked Dave to chair the meetings in future.</p> <p><b>Minutes of the last meeting</b></p> <p>The minutes of the meeting held 5 September 2017 were agreed and signed as a true record..</p>	
<b>2</b>	<p><b>Matters Arising from last meeting</b></p> <p>Dave has emailed Ken Russell with a view to placing articles in the Glenfield Gazette. As yet no response has been received.</p> <p>Final CQC Report has been received and loaded to the website.</p> <p>Facts and Figures newsletter. There is still a considerable amount of information to be gathered before this newsletter can be issued. Mick to pursue with the Practice and issue when sufficient information is available. It may take some time.</p> <p>Architect's list – this has been passed to the County Council and a number of items have been agreed, some have been refused and clarification is sought on the others. The items are being funded from Section 106 funds and strict criteria are used to determine what does and doesn't qualify for funding. Further discussion is required with the Architects and the County Council on the items which need clarification. An updated list was requested by the PPG.</p> <p>Request for the PPG to consider promoting social groups. The PPG does not feel able to pursue this due to resourcing needs. However, the September newsletter contained information about the Glenfield U3A a well established organisation that already covers many social activities.</p>	<p style="text-align: center;"><b>DZ</b></p> <p style="text-align: center;"><b>MRe</b></p> <p style="text-align: center;"><b>DB</b></p>
<b>3</b>	<p><b>Practice update</b></p> <p>Daniel Muhwati, Advanced Nurse Practitioner, Joins the Practice on 9 October.</p> <p>The Practice is in discussion with a clinician to take on the role of Mental Health facilitator. This is still at an early stage.</p> <p>Extended Scope Physiotherapy services – the practice is holding discussions with another local practice with regard to seeing if the Extended Scope Physiotherapy service could be of use to</p>	<p style="text-align: center;"><b>NC</b></p>

	the Glenfield Practice. Extended Scope Physiotherapists provide expert assessment of musculoskeletal problems.	<b>NC</b>
<b>4</b>	<b>PPG update</b>  A patient has expressed an interest in joining the PPG. The chairman has emailed the patient with some details but is waiting to hear back.	<b>MRe</b>
<b>5</b>	<b>Architects list and Annual survey actions</b>  As reported in Matters Arising, the Architects list was submitted to the County Council for Section 106 funding (funding made available by developers for the improvement to local services and amenities when they significantly increase housing stock in the area). Now that some of the list has been approved we will publish progress as items are obtained. Amongst the items approved are automatic doors for the main surgery and building B.  Items from annual survey.  Electronic doors. Funding approved date for installation to be established. Additional seating in waiting rooms with arms. Chairs more suitable for patients with seating difficulties subject to further clarification. Redecoration of part of the premises was carried out over the August Bank Holiday. Staff photographs to be displayed in waiting room. Photos taken awaiting photo frame for display.	<b>DB/ MRe</b>
<b>6</b>	<b>Matters arising from Practice weekly meeting</b>  None.	<b>DB</b>
<b>7</b>	<b>Healing Little Hearts Charity</b>  Following a presentation made to the Practice staff recently, the Practice has decided to raise funds for the Healing Little Hearts charity. It costs about £6,000 to send a team of medical professionals to various parts of the world to carry out heart surgery on babies and young children suffering from congenital hearts defects. The staff and PPG will be looking at fund raising ideas. The target is to raise £6,000 and send a team abroad to carry out life saving surgery.	<b>All</b>
<b>8</b>	<b>Any other business</b>  Mick raised concerns about the lack of engagement with the patients by the PPG. He will document some thoughts on this for discussion.  The annual survey will be with us soon, discussion took place on the format it should take this time around having one survey as usual or 2 – 3 smaller ones spread across the year. A discussion document will be produced.  One of the medical students suggested putting the patients who complete surveys into a prize draw. Suggestion to be looked at along with the item above.	<b>MRe</b>  <b>MRe</b>  <b>MRe</b>
<b>9</b>	<b>Date of next meeting</b>  Next meeting will be held on Tuesday 21 November 2017 at 13.00. The meeting closed at 2:20pm.	
	<b>Minutes approved:</b>	<b>Chairman      Date</b>

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