### THE GLENFIELD SURGERY PATIENT PARTICIPATION GROUP

# Minutes of meeting held 18<sup>th</sup> January at the Surgery 1:35pm

Present:

**PPG:** Angela Appadoo (AA) Mick Reeves (MRe) (Chairman

Mina Rodgers (MRo)

Practice: Dr Ahmad Debbie Bradley (DB)

Dr Chotai Z Dadu (Appentice)

Riz Ismael (RI) Dr Jordan
Jo Marlow Dr A Tejani
Dr S Tejani Dr Trayner

#### **Apologies for Absence:**

Diane Alonzo Sue Denham
Becky Hunt – ELRCCG Dave Zanker

Action

DΖ

MRe

DB

DB

Becky Hunt from the ELRCCG was due to attend the meeting but it clashed with a CCG Practice Managers meeting. Diane was also at the CCG meeting.

#### 1 Minutes of the last meeting

The minutes of the meeting held 21 November 2017 were agreed and signed as a true record.

## 2 Matters Arising from last meeting

A response has been receive from the Gazette, they would charge £185 to include our article for 1 month. The meeting felt, quite strongly, that we should not be charged for what is, after all, a community article. Dave to pursue this further.

Mick will approach the Parish Council with a view to displaying information on their noticeboards.

The photo frame to display staff member's photos in the surgery has been obtained and put up in the ground floor waiting room. Waiting for the photos to be added next week.

3 Practice staff update

Pauline Bee, a Mental Health nurse joined the Practice on 9 January but has since left. The Practice will continue to recruit for this position.

4 PPG update

Tina Worrow has resigned from the PPG.

5 Architects list

Funding has been approved by LCC for the majority of items on the list. Detailed plans have now been drawn up to enhance and enlarge the staff room in the attic into a formal education/meeting room. The plans have been submitted to the Council for approval. The

automatic doors for both buildings have also been approved and will hopefully be fitted in March. A legacy has been left to the Practice, part of which has been used to replace old and to acquire new equipment. Matters arising from Practice weekly meeting 6 Extended Scope Physiotherapy services – Richard Woods will be joining the Practice in April working 4 mornings each week. He will see patients for 10 minute appointments and as well as bringing considerable expertise to the Practice will free up valuable GP resource. The Practice is planning to introduce a photography system so that patients with certain types of visible markings, for example, potential skin cancers, can have them photographed and sent to the UHL for further investigation. There are obviously issues with consent, privacy and confidentiality that have to be worked through but the benefits from doing this are considerable. NC 7 **Patient surveys** The PPG intends to carry out several surveys this year instead of the single annual one. Each survey will be short and basically concentrate on one topic. A draft of the first one has been sent to PPG members, the Reference Group and the surgery for comment. From the 30+ people contacted only 7 comments have been received, a disappointing response. However, the comments will be noted and if necessary changes made. It is anticipated that we will carry out the survey in late February. SD Any other business It was noted that some maintenance work was required in the Osteopathy consulting room and suggested that a quarterly snagging list be drawn up of small items of maintenance work. DB Two posters about the online services to be displayed in the waiting rooms. MRo It appears that the Blood Pressure Machine in the waiting room has not been cleaned since 13/11/2017. To be followed up. DB 9 Date of next meeting Next meeting will be held on Tuesday 8 March 2018 at 1:00pm. The meeting closed at 2:05pm. Minutes approved: Chairman Date