THE GLENFIELD SURGERY PATIENT PARTICIPATION GROUP

Minutes of meeting held 5th June 2018 at the Surgery 1:00pm

Present:

PPG: Sylvia Beck (SB) Mick Reeves (MRe) (Chairman)

Mina Rodgers (MRo) Dave Zanker (DZ)

Practice: Diane Alonzo (DA) Debbie Bradley (DB)

Riz Ismael (RI)

Apologies for Absence: None

Action

1 Minutes of the last meeting

The minutes of the meeting held 19th April 2018 were agreed and signed as a true record.

2 Matters Arising from last meeting

The proposal submitted by Parking Eye to manage the surgery car parking spaces has been accepted by the Practice. Parking Eye expect to have the cameras and signage installed by 15th June 2018. A date for implementing the system has yet to be announced.

DB

Recruitment posters have now been placed in Glenfield library and the Co-op.

Sylvia agreed to take recruitment posters to place on the Groby Parish Council noticeboards, in the Groby library and at the Groby WI.

SB

Diane wishes to modify the draft survey form. Her revised form to be circulated to the attendees by 11th June.

DA

Architects list - see item 6 below.

At the last meeting, Dr Traynor said that he would ask the GPs to hand out information sheets and joining forms to patients who they felt could contribute to the PPG. It was felt that the GPs had enough to do without this extra task. Diane offered to use the reception staff to hand the information out at different times of the week.

DA/RI

3 Practice staff update

Sophie, receptionist, is going on maternity leave so the Practice wish to recruit a part time receptionist for a 12 month period. The role will be for 28 hours per week Monday – Friday. If anyone knows someone who may be interested could they ask them to contact Diane.

ΑII

The Practice is also looking to recruit another apprentice.

DA

Richard Woods, the Extended Scope Physiotherapist, has taken up his role and is making an impact in taking workload off the GPs allowing them to concentrate on other aspects of clinical care. Richard specialises in pain management of the muscles and the skeleton (bones). Richard attends the Glenfield surgery 4 mornings each week on Mondays — Thursday and carries out a similar role at the Limes surgery.

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4	PPG update	
	We are very pleased to welcome Sylvia Beck to the group. Sylvia has previously worked as a SRN.	
	Angela Appadoo has had to step down from the PPG due to other commitments.	
5	PPG Awareness week	
	This week, commencing 4 th June, is PPG Awareness week. The aim is to make more patients aware of who we are, what we do and to try to recruit new members. As we have little resource and members have other commitments, Dave will attend the surgery on Wednesday and Thursday afternoon aand Mick will attend on Wednesday, Thursday and Friday morning.	MRe/ DZ
6	Architects List	
	The plans to enhance and enlarge the staff room in the attic into a formal education/meeting room have been approved by the council and quotes are being sought from builders.	DB
	Also on the list of agreed work is the provision of automatic doors on both the surgery and building B. It is hoped to have these installed before the flu clinics begin in September.	
	Quotes are also being obtained to repair/replace damaged waiting room seats.	DB
7	Matters arising from Practice weekly meeting	
	None	
8	Any other business	
	HLH charity – the fund raising event held in May raised £380 and received some publicity in the Leicester Mercury.	
	The next event to be held in June is to identify the person (staff and GPs) from photos of them as a baby. Some discussion took place as to how we could increase the funds raised from this event. Riz to see what he can do	RI
9	Date of next meeting	
	Next meeting will be held on Thursday 12 th July 2018 at 1:35pm	
	The meeting closed at 1:58pm.	
	Minutes approved: Chairman Date	