

**PPG Meeting**  
**February 19<sup>th</sup> January 2020**  
**Alwoodley Medical Centre (AMC)**

**Present (Patients):** Dr Stewart Manning (SM), Shelley Ross (SR), Alex Manning (AM), Marilyn Ableson (MA), Lesley Clayton (LC)  
**Present (Practice):** Dr Raj Sathiyaseelan (Dr RS), Dr M Sutcliffe (Dr MS), Jayne Tait (JT)  
**Visitors:** Caroline Mackay CCG (CM)  
**Compiled by:** SR

Item	Notes	Action
1	<p><b>Apologies</b>  Dick Killington, Brenda Metcalfe, Sam Kyle, Alison Dickinson, Susan Carter, Ruth Kayman, Jane Bradshaw, Hilary Rhodes</p>	
	<p><b>Adel Surgery</b>  JT explained that the official engagement process will commence on Monday February 24<sup>th</sup> and conclude at midnight on April 5<sup>th</sup>. Dr MS will be putting all the information about the proposed closure together with a patient survey on the website. Two public meetings will take place on March 25<sup>h</sup> at AMC between 6pm and 7pm and April 2<sup>nd</sup> at Weetwood Hall between 2pm and 3pm. JT advised that there would be a presentation explaining the reasons for the proposed closure followed by questions from the audience. Representatives from the CCG will also be attending.  JT said she will be contacting local councillors and MPs to advise them about the proposed closure as well.  Dr MS said all patients with a mobile phone will receive a text about the proposals as well as a letter. They will be advised to complete the online survey or pick up a hard copy from both surgeries.  JT said all the survey results will be collated and then a report will be put together which will then be submitted to the CCG.  SR suggested that a poster/banner be placed in the two receptions to advise patients about the proposal. Dr MS this would not be needed in reception at AMC but a poster could be put on the notice board at Adel.  SR suggested that question 8 on the survey was misleading as it implied that the proposed plans would result in extended opening hours following the proposed closure. CM said she would amend Q8 to make it clearer that this would not be the case.  Dr MS said he did not see the point of Q2 regarding how a last appointment was made. However, it was agreed to retain this question.  Dr MS asked how many surveys were normally returned. CM said it varied. 750 surveys have been printed for this engagement process.</p>	

	<p>JT asked CM what involvement the PPG should have in helping with the process. CM said it would be useful for the PPG to be involved. Dr SM said he would be happy to go into the Adel surgery and speak to patients. However, it was decided that this was not feasible because he would not have the relevant information to answer questions. Dr SM said it would be useful for PPG members to be at the public meetings.</p> <p>Dr MS said it would be difficult to contact housebound patients or those with learning disabilities about the engagement process. He also expressed concern about blind patients. JT said the relevant documents would be made available in braille and also an interpreter for patients who did not speak English.</p> <p>Dr MS suggested that AMC be added onto the map in the engagement document and should also state that there was not a bus route between the two sites.</p>	
3	<p><b>Date of Next Meeting</b> Wednesday April 1<sup>st</sup> at 1230pm</p>	