

**Alwoodley Medical Centre PPG Meeting**  
**July 31<sup>st</sup> 2019 12:00-2:00pm**  
**Alwoodley Medical Centre (AMC)**

**Present (Patients):** Dr Stewart Manning (SM), Dick Killington (DK), Shelley Ross (SR), Hiba Khurshid (HK)

**Present (Practice):** Dr Raj Sathiyaseelan (Dr RS), Dr Martin Sutcliffe (Dr MS), Jayne Tait (JT), Sue Appleyard (SA), Jane Bradshaw (JB)

**Apologies:** Carolyn Holroyde, Alex Manning, Hilary Rhodes, Keith Reynolds, Sam Kyle

**Compiled by:** SR

Item	Notes	Action
1	<b>Apologies</b> Carolyn Holroyde, Hilary Rhodes, Keith Reynolds, Alex Manning, Sam Kyle	
2	<b>Approve minutes of the last Meeting</b> The minutes of the May meeting were approved.	
3	<b>Matters arising/outstanding</b> DK asked how the booking system worked when booking appointments for Rutland Lodge on Saturday mornings. SA advised that these appointments can be booked through the telephone booking system like a normal appointment. Fire door at the rear of the AMC building - JT advised that the fire access door met health and safety regulations Car park – JT advised that whilst the practice was aware of the issue with the car park, there were no plans to change it and it will remain as it is	
4	<b>New Members</b> Amita Kaur, Ananda Goonsinghe, Lilia Aquino, Lesley Clayton	
5	<b>Open Mornings Feedback</b> SM said that the patients were very happy with the service given by the practice. Going forward, SM said that there would be further open mornings which would focus on signposting and any other issues the medical team required support with.	
6	<b>Dates for Future Open Mornings</b> It was suggested that the next open morning takes place in October/November. Shelley will issue an email requesting dates from members.	SR
7	<b>Sign Posting</b> SA said that the bookings team were now signposting patients with mental health issues to the relevant support network. In addition, patients were also being directed to healthy mind councillors, physios and the practice pharmacist.	

8	<b>DNAs</b> A patient had suggested that a notice stating not only how many patients had failed to show up for appointments but the actual cost these had incurred. Dr RS advised that it was impossible to quantify the cost of each missed appointment.	
9	<b>PPG Promotion</b> <b>Open Sessions</b> Another session will take place in October  <b>Notice Board</b> DK said the PPG board did not contain relevant notices. SR said she would look into it.	SR
10	<b>General Noticeboard for AMC</b> It was agreed that this was not necessary	
11	<b>New Website</b> Dr MS said the website had been updated	
12	<b>Social Prescriber</b> JB explained that Connect Well is now known as Linking Leeds and there will be an open day event on August 15 <sup>th</sup> at Shine, Harehills. JB said that as far as she was aware the service will remain the same. More information can be obtained from JB.	JB
13	<b>PPG Annual Open Day</b> DS advised this will take place on October 9 <sup>th</sup> in Headingley. Further information can be obtained from DS.	DS
14	<b>Next Newsletter</b> SR said she hopes to produce another newsletter during September and then again in January 2020 and June 2020. The newsletter will be issued twice a year going forwards. Anyone who is interested in helping or would like a topic featured, should contact SR	SR
15	<b>AOB</b> DK said he had attended a recent CCG meeting where a GP had reported that there was a problem prescribing certain medicines because they were not available. Dr RS said there were a variety of issues causing this and it was an international problem.	
16	<b>Date of Next Meeting</b> Wednesday September 25 <sup>th</sup> at 1pm. A pre-meeting will be held at 1230 for patient members of the PPG to attend.	