

**Alwoodley Medical Centre
PPG meeting 21st January 2019**

Present (Patients): Keith Reynolds (KR), Dick Killington (DK) – part meeting, Shelley Ross (SR), Marilyn Ableson, Val Lenthall, Dr Stewart Manning (SM), Carolyn Holroyde (CH)

Present (Practice): None

Apologies: Hilary Rhodes (HR), Jane Bradshaw (JB),

Copies to: Dr Raj Sathiyaseelan (Dr R), Dr M Sutcliffe (Dr S), Eric Gilbert, Alastair Hagues, Liz Locke, Julie Ridsdill, Brenda Metcalfe, Deborah Padgett, Karen Winspear (KW), Sam Kyle (SK)

Compiled by: CH

Item	Minute/Comment	Action
1	Apologies were received from JB and HR. It was disappointing that no-one from the Practice or any new patients were able to attend due to the timing of this meeting which had been arranged to encourage new attendees who might not otherwise be able to attend in the daytime. Next meeting will revert back to lunchtime.	
2	Approve minutes of the last Meeting The revised minutes of the last meeting in October were approved, subject to minor change to wording of item 4 on appointments and minor change to item 7 to show that absence of data reported in April and May 2018 was due to an IT error at data collection end.	
3	Matters arising/outstanding <ul style="list-style-type: none">• It was noted that the issue re TV screen has still not been addressed despite being an action for much of last year. Agreed that fewer, larger messages are needed on the screen. Still outstanding for KW/Dr Sutcliffe – (action since May 2017)• Application for funding – funds received and materials produced; see items 5 and 6 below• CH to circulate annual report for 2017/18, produced by KR• It was suggested that we might encourage a sixth form student patient to join the committee for their different perspective and input and also for their own personal development. CH has approached Allerton High School and followed up but as yet no positive response has been received.• It was generally accepted that the 111 service did not work as smoothly as anyone would like and it was suggested that in the first instance, the CCG be lobbied by doctors and the PPG to try to get this improved.	KW/Dr S CH Doctors/KR/DK

4	<p>Discussion with doctors No discussions</p>	
5	<p>PPG promotion including notice boards With the funding from the PPG, 2 pull-up stands, 1,000 A5 flyers and 2 perspex leaflet dispensers have been purchased and will be displayed in both surgeries, with agreement of Practice re placement. We still have £22 remaining in the budget to spend on the open afternoons. However, it is proposed instead to use this remaining money for a larger notice board for AMC to promote PPG communications, subject to approval of the Practice to re-site and enlarge the existing provision.</p> <p>It was noted that the current notice boards at AMC are untidy with out of date material on them, also the Staff board is no longer on display, presumably as it is being updated. Practice to update us on this.</p>	<p>CH/Practice</p> <p>Practice</p>
6	<p>Open afternoons A number of committee members have expressed their willingness to attend one or more open afternoons to promote the work of the PPG and encourage wider membership. We are not there to discuss Practice issues, rather recruit members to help resolve them. CH to ask Practice about suitable times for this, and circulate dates/times to committee members.</p>	CH
7	<p>Group consultations SM has had various discussions with CCG and our doctors about offering group consultations for certain conditions. This will require training of staff and some funding. PPG agree this is a very worthwhile project which should in the long term reduce some of the strain on GPs. CH to circulate materials sent by SM to all committee members. SM to continue to progress and report back to next meeting.</p>	<p>CH</p> <p>SM</p>
8	<p>Test results Committee raised concerns about the way that test results are sometimes fed back to patients, sometimes involving patients having delay from knowing a follow up is required to speaking to the particular doctor about the problem. The committee feel that test results should be fed back to patients as soon as possible, by whichever doctor is available rather than waiting and causing worry to patients. Doctors to be asked to report back at next meeting what the policy is on providing test results so this can be discussed.</p>	Doctors
9	<p>Friends and Family Results Analysis of the verbatim results from the survey to be presented at next meeting</p>	CH

10	<p>Newsletter Next newsletter due Feb/Mar. SR to suggest content and work with MA and CH to produce draft in February</p>	SR/MA/CH
11	<p>AOB</p> <ol style="list-style-type: none"> 1. KR announced he would stand as Chairman for a further year unless there were any other nominations. Stewart Manning to consider the role and advise the Chair if he is prepared to take on the role. 2. It was suggested that the website displays details of the days/times that each doctor works/has surgeries. 3. It was also requested that more detail is provided on the specialities that each doctor/nurse has. 4. A committee member has had problems gaining access to the medical records of their deceased parent at another practice (not in Leeds). We would like clarification from AMC about how this would be dealt with here. 5. It was suggested that a coat hook should be fitted to the toilet door in Reception. 	<p>SM</p> <p>Practice</p> <p>Practice</p> <p>Practice</p> <p>Practice</p>
12	<p>Date, time and venue of next meetings</p> <p>Practice to be asked for suitable date/time in March/April that at least one doctor can attend, as well as draft dates for June/July and Sept/Oct.</p>	<p>Practice</p> <p>SK/KW to book rooms</p>