**Woodland Medical Practice**

**Patient Participation Group**

**Minutes – Meeting 7th June 2022**

 **1pm**

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Attending: Dr K Bailey, Mike Ibbotson, John Exton, Cathy Hogarth, Beryl Jackson.

1. Welcome

Mike welcomed everyone to the meeting and put on record the thanks of the group to Karen for her role as Chairperson of our PPG over the many years she has undertaken this important role.

1. Apologies

Lochan Manandhar, Caroline Barton, Margaret Inkpen.

1. GP Report
2. Dr Bailey Reported that surgery routines were slowly returning to the pre pandemic situation, but a full return was unlikely as the situation had resulted in more efficient ways of working within the practice.
3. However, Face to face patient access was increasing and more appointments of this nature were being released. The situation was continually being assessed by the practice to achieve the best possible use of GP and Nurse resources for both the patients and practice staff.
4. Compared to other local medical practices our rates of access and appointments are good.
5. PPG members feedback from other patients they might know would be appreciated and can be directed to Mike for assessment within the practice.
6. There are no plans to recruit any additional clinical staff at present, although there will continue to be pharmacy advice services as part of the practice.
7. There have been considerable delays in obtaining supplies of COVID vaccine, but further supplies are expected in the next few days, and these will be the last before the start of the new winter vaccination programme. Further supplies will not be available after June until the start of the winter vaccination programme when it is hoped that the COVID booster can be undertaken alongside of the winter influenza vaccinations. The nearest vaccination centre in the meantime will be at the Newark and Notts Showground.
8. John asked if members could be reminded of the names of the GP’s currently working in the practice. Mike confirmed that these were:

Partners – Dr K Bailey, Dr R Sowerby and Dr G Atkin

####  Salaried GP’s – Dr F Grayson, Dr Alvaro Maurtua Briseno-Meiggs,

####  Dr Vanessa Tann

#### Mike confirmed that Dr Bailey was the nominated GP member for the Woodland PPG.

1. Minutes of the last meeting 22nd February 2022

Accepted

1. Matters Arising

None.

1. Practice Managers Report
2. Mike put on record the groups thanks to Karen who had retired from her post as Chairperson. It was agreed he should be authorised to organise a floral tribute to be sent to her in appreciation of many years hard work for our PPG.
3. John to refund cost on receiving the florist’s receipt.
4. Bookable GP appointments are now available on the practice website.
5. DNA appointments are now recorded on the new practice IT database and all telephone calls to the practice are recorded for reference purposes should there be any disagreement regarding conversations which have taken place.
6. Two new nurses Louise and Sue have joined the practice team and Louise is to undertake advanced training funded by the practice.
7. The Primary Care network continues to struggle to recruit staff.
8. The Woodland Medical Practice is part of a Primary Care Network comprising Woodland Medical Practice, Richmond Medical Practice North Hykeham, Birchwood Medical Practice and Boultham Medical Practice. From October 2022 one of the partner practises will be open each night with extended hours from 6.30pm to 8pm Monday to Friday. And from 8am to 5pm on a Saturday.
9. The Primary Care Network has requested all surgeries endeavour to ask a percentage of their patients to complete a questionnaire on patient preferences. Mike outlined the contents and asked for the help of PPG members in distributing these to patients visiting the practice and if necessary, assisting with the completion of the document.

Beryl, Cathy, and John volunteered to assist.

1. Treasurers Report

John stated that the book and DVD shelves had reopened, and this was once again producing a small but welcome additional income to our funds

All members had received by email a balance sheet which shows a current credit balance of £614:16

1. PPG Roles and Membership

i)The current membership of the group needs expanding with people who have an interest in the Woodland Medical Practice and are prepared to be actively involved and take on one of the officer posts which enable our PPG to function. Mike stated that he had one potential new member David Makepeace who would be invited to our next meeting.

ii) Mike agreed to refresh the reference to our PPG on the practice website and include an appropriate message on the electronic notice board in reception. It was thought that if any enquiries are received it would be a good idea that after an initial discussion with Mike regarding suitability if Mike referred these to a PPG member for an informal discussion on how the PPG works. John volunteered to act as liaison.

iii) It was thought that ideally, we should aim for approx. twelve active members.

iv) Mike agreed to contact those PPG members who no longer attend meetings regarding reassessing their future role.

v) The practice website has received a major overhaul and now includes extensive information on the practice and its services and other issues. Mike requested that PPG members look at and analyse as much of the website as possible with a view to giving him constructive feedback and comments on the content.

vi) The following PPG roles/positions were agreed by the meeting.

Chairperson – Mike Ibbotson

Vice Chair – Cathy Hogarth and Margaret Inkpen to liaise on the role as both had expressed an interest in taking this position and they would decide who would be happy in stepping in in the absence of the Chair to take full control of any meeting.

Treasurer – John Exton

Secretary – John Exton on a temporary basis until we can find a willing full-time person for the post.

Margaret Inkpen is willing to act as our liaison on Healthwatch and associated area activities.

Beryl Jackson kindly agreed to maintain the surgery bookshelf and DVD rack to ensure it stays tidy and attractive to patients.

9) Any other business None

 Date of the next meeting TUESDAY 9th AUGUST AT 1pm

**Conclude**