**Woodland Medical Practice**

**Patient Participation Group**

**Minutes – Meeting 6th December 2022 at 1pm**

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Attending: MI, JE, CH, JD, DM,Min,BJ

1. Welcome

The Practice Manager welcomed everyone to the meeting and apologised for the late cancellation of the planned meeting for the 29th November which was due to last minute emergency problems with the surgery IT systems. He mentioned however, that although unlikely, that in future meetings could continue without him in attendance.

1. Apologies

Dr KB, CS, LM

1. Minutes of the last meeting 27th September and Matters Arising.

The minutes were read by MI and the following points raised.

i)Availability of patient records online was the subject of revised guidelines being suggested by NHS England, but the practice has registered concern and that there would still be a need to redact sensitive information which would be very time consuming for the surgery. About 20% of the Woodland patients currently have registered for access to their records.

ii) MIn handed to the treasurer a cheque for £15 this being the final money from the sale of baby blankets.

1. GP Report

There was no GP report presented.

4)Practice Managers Report

i) Dr RS a partner in the practice has give notice that she wishes to retire, and a recruitment process has been started. Some discussion took place regarding the requirements of partners as opposed to salaried GP’s

ii) An automated prescription ordering service will start in January 2023 which should hopefully reduce the amount of time practice admin staff now spend on this function.

iii) Nurse Laura has left the practice and recruitment for a replacement is now in progress.

iv) The practice now has a wide range of speciality nursing staff to supplement the work of GP’s and nurses.

5) Treasurers Report

i)The up to date income and expenditure account shows a healthy balance of £685:66 boosted to £695:66 by the donation given by Margaret today. Book and DVD sales from the reception area continue to bring a in steady small income to funds. Beryl continues to do a really good job in regularly checking, refreshing, and sorting the book/DVD case.

8) Any Other Business

i) Min had received a query from a patient regarding the dialling in facility to the practice where calls had been cut off. BJ also had problems with an engaged tone when ringing in. Mike will in investigate.

ii) MI advised that some same day afternoon appointments were available if ringing in after 1pm each day. He also advised that e-consultations were available and could be useful.

iii) Future membership of the PPG was discussed including recruitment. It was felt that membership requirements including prolonged absence from meetings and active participation would be discussed at the next meeting with a view to forming future strategy/rules.

iv) It was considered that online attendance for members would be investigated.

v) MIn gave her report covering CCG meetings which are also currently held online on an alternative basis. Fifteen PPG groups attended the last meeting.

vi) MI raised the issue of practises no longer being allowed a half day “Protected Training” session each month by the NHS. MIn will raise this with the CCG.

vii) In had been asked to give the PPG best wishes from former members R & VP.

Date of the next meeting **1pm Tuesday 31st January 2023**

**Conclude**