

Minutes



PPG Meeting

Monday 10th July 2017

6:00

Present:	Steve Shaw (Chair) – SS Beryl Perrin - BP Ken Sharpe – KS Gareth Brammer – GB Stephanie Chapman (Asst. Practice Manager) – SC Mohammed Islam (Practice Manager) – MI Dr C M Woods - CMW	
Chair:	Steve Shaw	
Minute taker:	Stephanie Chapman	
1. Introductions	SS welcomed everyone to the meeting.	
2. Apologies:	Peter Robinson (Secretary) Amanda Brikmanis	
3. Minutes from last meeting:	The minutes of the meeting held on 8 th May 2017 were agreed.	
4. Matters Arising not covered elsewhere	Matters arising from the minutes not on agenda: Pavement – SC has contacted ADC to advise the replaced kerb stones have worked loose and require attention.	Action / Update
5. Practice Update	Megan who joined the Practice as an apprentice has left. We have successfully recruited two experienced receptionists. We have shortlisted applicants for the Practice Nurse position and are due to interview shortly. Dr Dodd is currently on maternity leave and is keen to return.	

	<p>Telephone – new server installed. Router to be installed and looking at further increasing number of lines. Telephone triage – data being gathered.</p> <p>Doctor First Appointments – data collection still being gathered. System will be bespoke to the practice.</p> <p>Education of GPs, staff and patients will be arranged and essential for system to work. Patients will be contacted and kept up to date when anything to report.</p> <p>Potential 7 day working at practice and how this would work –</p> <p>CMW explained WMP being biggest practice bulk of work would be by our GPs.</p> <p>Government requirement if 08:00am – 08:00pm, 7 days a week. WMP would keep Monday evening going plus proportion of Saturday morning opening; Woodlands and Brierley Park would also be involved. Extended hours start October 2017, similar hours to now but same number of appointments over a longer time.</p>	
6. Event Planning	<p>It was agreed SS and SC to arrange meeting to discuss date and final programme for the next PPG event.</p>	
7. Primary Care Dashboard	<p>MI reported positive feedback following a meeting with Jacqui Kemp, Primary Care Development & Performance Manager at the CCG. A&E attendance improved a lot. Dr Woods added that we haven't done anything radically different. Could be partly due to the word being put out that A&E are under pressure.</p>	
8. Topics for next meeting	<p>Event planning Membership & Communications</p>	
9. Any Business other	<p>PPG leaflet – to be put in place soon. SC to check for any changes before publishing.</p> <p>Ashfield Chair Meeting – SS attended. Dashboard discussed</p>	

10. Date of next meeting	Monday 11th September 2017 – 6.00pm	
	The meeting closed at 7.35pm	