



Meeting Minutes

DATE:	Tuesday 1 st December 2015
TIME:	6pm
LOCATION:	FMC Seminar Room
PRESENT – Staff	Dr Karen Logan – GP Partner Dr Ali Best – GP Partner
GUEST	3 guests for the Clinical Commissioning Group (CCG)
PRESENT – Patients	12 patients invited to attend. 9 attended. Apologies sent by: - <i>For confidentiality reasons patient names will not be shown on the minutes</i>
Minutes taken by:	Dr Best / Dr Logan

1. Welcome

Karen Logan welcomed the group to our 17th Patient Reference Group (PRG) meeting.

Karen Jones and Karen Greenhough were not in attendance at this meeting. Brief meeting minutes were taken. Back to normal for the next meeting.

2. From last meeting

Meeting minutes dated 22nd September 2015 were approved by the group.

3. Agenda for this meeting

New housing and Morley practice list sizes

A long discussion took place regarding shared concerns the practice and PRG members have about the increasing population in Morley.

The Clinical Commissioning Group and NHS England have been alerted to the issue.

The CCG guests contributed to the discussions and confirmed that they are fully aware of the concerns.

Dr First appointment system

The group were updated on how the new appointment system was going.

New telephone system

The practice is now just waiting for the company to install the new system. Expected date they have given for installation is 25th February.

Pharmacy First

The new service is commissioned by NHS Leeds West CCG to provide the local population with rapid access to a pharmacist who can give self-care advice on a range of minor ailments.

The practice will be providing further information and promoting this shortly.

Winter plan – Saturdays in Morley

Windsor House Surgery in Morley is open on a Saturday. Patients can ring NHS 111 to attend if necessary. **This is a booked appointment only system.**

Staffing Update

- Minor Illness Practitioner Anthony Aning-Brown has now joined the team.
- Dr Cuthbertson will be on maternity leave from 29th December. The practice has arranged locum cover for during her absence.

5. Patient Reference Group Administration

We presently have 12 group members and 50 virtual panel members. The combined group is representative of our practice population.

We continue to welcome new members to the group.

The role of the PRG includes:

- Being a critical friend to the practice
- Advising the practice on the patient perspective and providing insight into the responsiveness and quality of services
- Encouraging patients to take greater responsibility for their own and their family's health
- Carrying out research into the views of those who use the practice
- Organising health promotion events and improving health literacy
- Ongoing communication with the patient population

6. Any other business

The CCG guests in attendance at this meeting asked for PRG members to volunteer to take part in a short video they are producing. This will form part of the presentation shown to Care Quality Commission inspectors when they visit.

Three members of the group kindly agreed to be involved in the project. They will be contacted with further information shortly.

7. Date and Time of next meeting: 6pm – Tuesday 1st March 2016

Thank you to all PRG Group and Virtual Panel Members for their continued support