**Dr L Freeman and Partners**

**Patient Participation Group (PPG) Meeting**

**Held at Oulton surgery boardroom Thursday 19th**

 **January 2023 @ 10am**

**MINUTES**

1. **Welcome and apologies for absence**

We welcomed John Gawthorpe to the meeting, he is interested in becoming a member of the PPG.

**Apologies from: Jayne Harding**

**Present: Andy Richardson, Hilary Farrar, Jayne Dyson, Helen Keaney & Pauline Hope.**

\*(JD to contact Rob Shaw and Rob Lindon directly to check that they are still willing to be members of the PPG).

1. **Matters arising from the Minutes**

AR commented that it still said agenda instead of minutes, but otherwise they were accepted.

* **Proposed by HK and seconded by HF**
1. **Correspondence**
* **“Involving you” newsletter**

Within this is the contact number of Stewart Manning who would like to set up a network of cancer champions at surgeries across Leeds. This seems to be a very good thing to have, so JD will contact him about speaking at a future PPG meeting.

* **PPG article from Emily**

Everyone commented how well the article read and was happy for this to go forward to publication. It was written to be published in the Rothwell Record, but PH informed everyone that this magazine was no longer being published.

* **E-mail from Anne Heeson**

As requested, JD contacted Anne Heeson regarding the LS25/LS26 PPG group and she said that they were hoping to hold a coffee morning to relaunch this group at the beginning of March. This will include a slightly revised logo that she hopes will be displayed across all practices.

1. **Practice Report**
* **Buildings and maintenance**

All sinks at the Oulton Surgery have now been unblocked.

HF has put in for funding to alter the layout of the boardroom. This will involve making the meeting space smaller and making 2 glass offices within the existing space. Another small office is also to be added into the space where the patient notes used to be stored.

* **Staff changes**

Georgiana Jong has been recruited to replace Dr Miah. She will be starting 4th April 2023.

* **Medical matters**

There has been quite a low uptake of the flu jab this year especially amongst the younger age group with underlying health conditions. It was suggested that we need to start an information campaign much earlier next year.

* **Changes to the on-line platform/e-consult**

Massive changes are on the way as the new Integrated Care Board (ICB) has changed the provider to PATCHES. This will be rolled out by April 2023 and the practice are being given training during February. This training will consist of 2hrs face to face tuition and 1 morning of e-learning. It will look very similar from a patient’s point of view but will work differently as far as the practice is concerned. Obviously, a few teaching problems are only to be expected, which is a shame as the current system is working well.

* **New website**

This is being changed to give all surgeries a similar look and layout all across GP surgeries. So far all the information is with the new provider but the practice are not happy as the most up to date information has not been included. Michelle is chasing this up, but it is still very much a work in progress.

* **Prescription changes**

Boots have said that they are no longer willing to pick up paper prescriptions from the surgery. This means that the surgery now needs all prescriptions to be transferred electronically to the various chemists. Everyone at the meeting thought that this already happened, but apparently some people still request a paper copy that then must be transferred.

Electronic repeat dispensing is a new initiative that will save the surgery, pharmacy and patient time. A patient who is stable, on regular medication will have a series of repeat prescriptions sent to the pharmacy in one go, these will then be dispensed automatically every month/2 months. The patient will still need a yearly review, but will not have to order every month, this will make it more efficient for everyone. HF has leaflets to distribute amongst patients with more information regarding this service.

1. **CCG feedback / GP Patient Survey Feedback**

AR & JD attended the PPG network meeting on the 16th December and our PPG came out very favourably regarding keeping up with all the new initiatives. We showed how we are front and centre on the practice website and other PPGs were going to take this away to hopefully use at their practice.

Stewart Manning also explained his cancer champion vision.

A lady from one of the Garforth practices also shared their noticeboard ideas, more information is going to be shared by Adam Stewart, unfortunately we don’t have the hardware to actually use this idea as an electronic noticeboard.

1. **Any Other Business**

Practice newsletter is published quarterly.

HF shared that there is going to be a Spring booster for COVID.

A doctor at the surgery has expressed a concern about the danger posed turning out of the bottom of Bullerthorpe Lane. It was decided that as a team and individually we would submit letters to Alex Shelbrook (MP) and see what response we get.

Hilary Brockway is due to give an update at the next meeting.

1. **Date and time of next meeting**

Thursday 23rd March 2023 @10am Oulton Surgery boardroom.

ACTIONS

* JD to contact Stewart Manning.
* Summer 2023 information campaign regarding flu jabs.
* Noticeboards.
* Coffee morning for early Spring.
* Meet with Michelle regarding the newsletter.
* PH to supply information about things going on locally to update the noticeboards.