**Date 8th August 2023 1300-1400**

**Meeting Called by Julie Rowe**

**Attendees: Julie Rowe Practice Manager**

**Dr Zia Jalal**

**JP**

**CW**

**AR**

**DW**

**BW**

**CG**

**Apologies: Dr Atifa Jalal**

**PT**

**LB**

**MN**

**Item 1 Welcome to the PPG meeting for Lees Medical Practice.**

**Apologies for non-attendance.**

**Minutes of meeting 6th July 2023**

**Item 2**  **PPG Chairperson**

* **Appoint chairperson - job description page 9 PPG Policy**

**All agreed JP should take the role of chairperson for PPG.**

**Item 3 PPG Secretary**

* **Appoint secretary - job description page 11 PPG Policy**

**All agreed CG should take the role of secretary for PPG.**

**Item 4** **IT**

* **Appoint IT person. To run WhatsApp group, Facebook, Email**
* **Email account set up for Lees PPG**

**In her absence, PT was put forward for IT lead for the PPG. Need yay or nay from PT.**

**Item 5**  **CQC**

* **CQC will be reinspecting the practice week commencing 21st August 2023.**

**23rd August 2023**

* **GP specialist advisor will remotely log into the clinical system to carry out searches.**
* **10am-12pm GP specialist advisor interview with Drs Jalal**
* **14.30pm-16.30pm CQC inspector interview with Julie Rowe**

**25th August 2023**

* **Site visit by CQC inspector with Julie Rowe**
* **JP/CG would be happy to be onsite when CQC come if necessary. JR will let them know if needed.**

**Item 6** **Flu Clinics 2023**

* **Saturday 30th September 2023 9am – 5pm. Walk in for GPs and appointments for healthcare assistants.**
* **PPG to contact local services to ask them to come and talk to patients.**

**Suggestions:**

**Andys Mans Club**

**Age UK**

**Digital table for NHS App help**

**Carers**

**Others?**

* **Agreed to have the following on 30th September:**

**Andy Mans Club - CG**

**Age UK - JP**

**Digital Stand - JR**

**Lifestyle Stand - JP**

**Local newspaper – JP – will contact nearer the time**

**JP/CG will contact the above to see if available on the date.**

* **Will also carry out new patient survey during the flu clinic. Discussed recent national GP survey which showed slight improvement in some areas. Not representative of the population (enclosed).**
* **Discussed childhood immunisation clinics. We have now booked childhood immunisation into nurse clinics on 6th and 13th September 2023.**

**Item 7 AOB**

* **PPG to make board in reception about PPG – who will do this? JR will ask staff at Lees to do this before CQC visit.**
* **JP would like to meet with JR to put together a programme and get a feel for the practice. Agreed to meet on 8.9.23 along with CG.**
* **MN has retired from the group. We would like to thank her for her input.**

**Item 8**  **Date of Next Meeting**

* **8.9.23 JR/JP/CG**
* **15.9.23 Full PPG Meeting**