



Minutes of the Meeting held on Wednesday 19th June 2013

In attendance: Dr Colin Machin (Chairman) (CM)
Mr Simon Bardsley – WMC (SB)
Mrs Penelope Burns (PB)
Mrs Pamila Kalia (Pharmacist) (PK)
Mr Alfred Geary (AG)
Mr John Bristow (JB)

Apologies: Mrs Hasmeeta Parmar (HP)
Mr Darren Brittain (DB)
Mr Keith Verrall (KV)

NEW MEMBER

The Chair welcomed John Bristow, a new PPG member.

ONGOING MATTERS

- **NAPP/Other PPG's Update**

Nothing to report at present; CM was unable to attend the June meeting due to being on holiday.

- **PPG awareness week – 3rd to 8th June**

As discussed earlier, the short notice from NAPP meant that nothing was done at Woodbrook surgery. There is no reason why we should not have our own awareness week at a later date. SB suggested to set up a stall alongside the flu clinics and PB recommended a healthy clinic alongside a PPG stall. Group to discuss further who can attend these dates to promote the PPG. We will discuss plans in more detail at the July meeting.

- **Batch/Repeat/Electronic Prescriptions**

SB reported that electronic prescriptions will be going live in September 2013. Further information on this will be relayed to patients as it appears. PK gave an insight into the operation of the system from her experience with other practices. SB and PK to draft an article for the September newsletter.

- **Medication Wastage**

Care Homes are still being targeted but everyone needs to play a part to reduce wastage. SB reported progress on the assignment of Care Homes to practices. PK hopes that the article in the June newsletter will be a good start.

- **Application Form for new members**

Following comments from the group on the original draft, amendments that make it clear that providing certain items of information is optional were included in a new draft. PB wanted to know if other PPGs had the same format. CM highlighted that other voluntary organisations have used similar formats. Following further discussion, the new draft was accepted. JB agreed to complete the form as a prospective new member. **Action: JB**

- **PPG Newsletter**

The June newsletter is out already. The next issue is due in September. "Get in Touch" health issues will be mentioned. www.healthwatchleicester.co.uk 0116 2574999. Other ideas to be discussed at next PPG meeting. **Action: all**

- **Loughborough's Inner Relief Road**

There have been no significant problems to date; traffic is flowing freely. AG asked whether once the road is completed will it bring more traffic past the surgery. SB to find out from County Council and to enter into talks about access to Canal Bank. **Action: SB**

- **New Secretary**

CM enquired whether staff retention is a problem at surgery as a few people have left recently. SB reported no particular problems; people are leaving for different reasons. Agency staff are filling at the moment. As Lorraine has left it was asked if we could have a nurse representative. SB mentioned it may take a couple of months to find a secretary but is looking into it. **Action: SB**

MATTERS ARISING

It was asked if PPG groups are mandatory. SB said that the answer is no. The question was then raised as to so how much money does the practice receive to run the PPG. SB to look into this. **Action: SB**

A question was asked about the handling of complaints and in particular how many are received. SB to check how many complaints are received on a monthly basis. **Action: SB**

Meeting closed at 7:30 pm

Date of next meeting : Wednesday 24th July 2013 at 6:30pm