**The Field Road and Barnby Dun Surgeries**

**Patient Participation Group**

**Minutes of the meeting held on 24 February 2015**

Present: Mrs R Holdsworth Chair

 Mrs R Lea Vice Chair

 Mr E Holdsworth

 Mr J Waggitt

 Mrs D King

 Ms A Hutchinson

 Ms L Barrett

 Ms E Burton

 Dr M Wilkinson

 Mr C Henry Equalities & Patient Experience Manager

 Mr P Kemm Practice Manager

Apologies: Mrs A Singleton

**1.0 Welcome and Introductions**

Ms L Barrett and Ms E Burton were welcomed to their first meeting

of the PPG. They were provided with a terms of reference and code

of conduct documents for the PPG.

**2.0 Minutes of the Last Meeting**

The minutes of the last meeting held on the 4 November 2014 were

agreed as a correct record of the meeting.

**3.0 Matters Arising**

**3.1 Membership of the Group**

Mr Kemm had written to Ms Sears about her membership of

the group. Unfortunately there has been no response from

Ms Sears. The group considered that Ms Sears would not be

attending future meetings and could now not be considered a

member of the PPG.

There is now one space available on the PPG for a new patient

representative.

**3.2 Publicity about the work of the PPG**

An article has been placed on both the practice website and

in the last edition of the patient newsletter about the work of the

PPG.

**3.3 PPG Network**

The workshop offered by Mr Henry to practice managers in

Doncaster about developing a PPG will now no longer be going

ahead. Unfortunately there was insufficient interest amongst

practice managers in attending the workshop.

**4.0 Electronic Prescribing**

Dr Wilkinson and Mr Kemm gave a short briefing to the group

on the introduction of electronic prescribing at the practice.

Publicity about the arrangements have been on the practice

website, and displays in the practice. The arrangements for

patients in ordering their repeat prescriptions will remain

unchanged, however patients who nominate a pharmacy for

electronic prescribing can collect their prescription directly

from the pharmacy without needing to come to the practice.

**5.0 Practice Update**

**5.1 Patient Self Check In Screen**

Mr Kemm thanked Ms Hutchinson for coming into the practice

to help patients using the patient self check in screen.

**5.2 Appointment of new GP**

Dr Kelly Gadsby will be joining the practice as a full time GP

Partner from the 1st March 2015. The practice is very fortunate

in having managed to recruit a new GP at a time when many

practices are struggling to recruit replacement or new GPs.

**5.3 Part Time Working for GPs**

Dr Brown and Dr Sykes will be reducing their sessions in the

practice. Dr Brown will work five sessions and Dr Sykes four

sessions. There will overall be an increase of four GP sessions

per week at the practice from the 1st March 2015.

**5.4 Friends and Family Test**

The practice is required to seek patient views through the

use of the national Friends and Family Test. Ten patients had

commented on the practice during January 2015. Seven patients

had reported that they were ‘Extremely Likely’ to recommend

the practice to friends and family, and three patients had

reported that they were ‘Likely’ to recommend the practice.

**5.5 Primary Care Infrastructure Funding**

The government has made available £1 billion over the next

four years for primary care infrastructure development. The

practice has made a bid for funding to replace the Barnby Dun

surgery with a new surgery building.

**5.6 Practice Redecoration**

Quotes are being sought for the redecoration of the Field Road

Surgery, and for the replacement of carpets.

**5.7 Care Quality Commission**

The CQC visit scheduled for January 2015 had been cancelled

at short notice. It was expected that the visit will now take

place in June 2015.

**5.8 Practice Opening Hours**

The request to open the practice for routine appointments at PK

08.00 is under review. Additional reception staff may be required

to enable the practice to open earlier.

**6.0 Public Transport to Stainforth**

Mrs Lea raised the issue of the reduced bus service from Barnby

Dun to Stainforth and the problems this was causing for patients.

It was agreed that the PPG should approach Barnby Dun Parish RH

Council about the issue. The practice will also contact the local

transport service about the problem.

**7.0 Dementia Event Planning**

Another Dementia event will take place in Stainforth in the

Spring. The meeting room in Poulton Close was mentioned

as a suitable venue for a meeting in May. It was agreed to

approach the local councillor in Stainforth who had offered RH

support at the previous meeting.

**8.0 PPG Network Meeting**

Mr Henry and Mr Waggitt gave a report on the PPG Network

meeting held on the 11 February 2015. The meeting had

considered the key local priorities set by the CCG, the

progress of the network meetings during the year, and future

events for the network.

Briefings had been provided at the meeting on mental health

and children’s services in Doncaster.

Mr Henry confirmed that there are spaces for three members

of the PPG to attend the next network meeting to be held in June

or July 2015.

**9.0 Diabetic Event**

The group discussed the possibility of a Diabetic event to be

held in Autumn. Dr Wilkinson agreed to provide the telephone MW

number for the local community dietician.

**10.0 Practice Report**

The group agreed the practice report on the work of the PPG

during 2014/2015. The report identified the means undertaken

to recruit and engage with members, the evaluation of patient

feedback to the practice, and progress against priorities in

2014/2015.

The report was signed by Mrs Holdsworth and Dr Wilkinson

and will be sent to NHS England. A copy of the report will be PK

made available on the practice website.

**11.0 Date and Time of the Next Meeting**

13.30 on 12 May 2015 at the Stainforth surgery.