

**FOREST HOUSE MEDICAL CENTRE & WARREN LANE SURGERY
PATIENT PARTICIPATION GROUP
MINUTES OF THE MEETING HELD ON 11th July 2016**

	ITEM	ISSUE	ACTION
	Attendance & Apologies	In Attendance: Hasmita Lad (Chair), Paul Linnett (Vice Chair), Elemer Fejer, Linda Greenwood, Val Hutchinson, Wendy Brooks, James Webster & Cheryl Clegg (Guest Speaker). Apologies: None	
1.	Matters Arising	<p>New Appointment System Feedback On the whole the new systems seems to be working well for the majority of patients. It was noted, however, that in individual cases there can be occasions when it remains difficult obtain the desired appointment.</p> <p>New GP Appointment JW informed the group that interviews for a new GP were held during the week commencing 4th July. From these interviews a new female GP has been appointed and is due to start in September.</p> <p>Proposed Extension of Warren Lane Surgery The proposals for the extension were approved by the CCG and have now been submitted to NHS England for review and approval. At present there is no information available as to whether this will be approved and if so, what the timeline will be for the work to be done.</p>	
2.	Age UK Presentation	<p>Cheryl Clegg, from Age UK, delivered a presentation regarding the work that they carry out in Leicester (City and County) and Rutland.</p> <p>This was a very informative presentation and a number of services were identified which could be of benefit to patients or their family members.</p> <p>Advertising Age UK on the PPG notice board was discussed, with the practice making some of the information booklets accessible for patients if requested.</p>	

3.	Practice Matters	<p>Assessment to Become a Training Practice The practice has received an 'informal visit' which is step 1 of the process. This went well and a date has now been set, in August, for a formal visit / assessment to take place. This is to ensure that everything is in place for the practice to be able to train Registrar GP's moving forward. This will mean that qualified Dr's who are training to become GP's (Registrars) will be placed within the practice. This will increase the number of appointments available for patients. It is not yet known when the first registrar would start, assuming that the assessment is successful.</p> <p>Holidays It was noted that we are entering in to the holiday season. A number of the GP's have holidays planned during the next couple of months. Arrangements have been put in place to cover using locum Dr's where necessary.</p>	
4.	Feedback from the Locality Meeting	None of the attendees present had been able to attend the last Locality Meeting and therefore no feedback was given.	
5.	AOB	<p>CQC There has been no news with regard to when CQC will come to assess the practice. The practice can receive a call at any time giving two weeks' notice of the intended visit.</p> <p>Contacting the Patient Group JW apologised, as it appeared there had been a breakdown in communication with regard to sending the agenda / reminder for this meeting.</p>	JW to look into and ensure correct details are in place
6.	Date and Time of Next Meeting	The next meeting will be on Monday September 12 th 2016 at 6.15pm at Warren Lane Surgery. This meeting will be the AGM, therefore all members of the PPG are strongly encouraged to attend.	