

# Woodhill Surgery

Patient Reference Group Meeting  
Wednesday 10<sup>th</sup> November 15.00pm – via Zoom

**Present:** Andrew Cornell, Practice Manager - ATC  
Gillian Williams, Deputy Practice Manager - GW  
David Miles - DM  
Gillian Weavers - GLW  
Brian O'Connor - BO  
Shirley Holland (MAYFACS) - SH

**Apologies:** Jeanette Hore, Bill Dixon

**Welcome** - ATC welcomed those in attendance.

**Conflict of interest** – No conflicts of interest were tabled.

**Matters arising from previous minutes** – GLW raised a query regarding the terms of reference agreed on 9 June 2021. It was agreed to amend the terms of reference to include “The PRG reserve the right to decline membership to the group”. **Amended terms of reference attached.**

**Flu Clinics** – ATC wished to thank the Memorial Hall committee for allowing the surgery to operate the Flu clinics from the Memorial Hall again this year. There is a national shortage of Flu vaccines this year and most practices have faced delayed deliveries. ATC confirmed that he has sourced extra stock from the Public Health stock but delivery dates are yet to be confirmed, it is likely this will be w/c 29 Nov. ATC confirmed that the Surgery have already vaccinated 845 patients.

**PRG Membership** – ATC reiterated that it is the PRG responsibility to review the PRG membership on an annual basis and confirmed that it is the group’s decision on who can join. Subsequent discussion took place and it was widely felt that the PRG is already well represented for the over 50’s and we should be encouraging under 40’s and those with disabilities, those from an ethnic background to join the group. Also, young families are not represented and it would be good to encourage this demographic of patients to join. It was agreed that ATC will put together something for Facebook and pass to JH for posting. SH agreed to make some enquiries with the young mum’s groups she has contact with – **Actions – ATC, JH, SH**

ATC advised that a patient had been in contact with the practice and also the Chairman regarding joining the PRG group, the patient in question is a 53 year old male, given his age group/demographic is already well represented it was agreed to decline and thank the patient for their offer to join. Chairman to contact patient direct to advise outcome of the group. **Actions - DM**

**Staffing** - Andrew advised following on from the last meeting a partnership decision was made that Dr Fyfe will continue to work on a phased return until June 2023 which does not include working at Woodhill Surgery. Her sessions have subsequently been

covered by Dr Stephen Fletcher. The surgery is facing difficulties with recruiting reception/administration staff following resignations and retirement. Nurse Ozcan has joined the surgery to some very positive feedback.

**Development** – Andrew advised that the partners have appointed a surveyor to act on their behalf and floor plans have subsequently been agreed. The next stage is agreeing Heads of Terms; this process is currently taking place. The next stage would be to initiate the patient consultation and engagement process, the practice will be assisted with this process by the CCG and ATC confirmed the PRG will form part of this process. Gill Weavers was delighted to confirm that the Parish Council have approved the design for the Community and Health Centre at Court Meadow by majority vote at the Parish Council Meeting on Monday 8th November. An Information Day for residents will be held on Saturday 27th November in the Memorial Hall to give residents the opportunity of seeing the design in more detail and include an audio visual walk through of the proposed building.

**Covid-19 Vaccinations** – ATC confirmed that every effort was made to try and deliver the covid-19 booster programme locally. The surgery undertook and passed assurance visits, plans were in place, clinics were being planned. However, given the complexity of the collaboration agreement, the movement of vaccines, the time scales being enforced, the requirement to assist with patients of practices not collaborating, the surgery had no choice but to opt out of the programme. This was extremely disappointing for the practice and indeed patients but given the restraints being placed on the surgery, they felt the model was untenable and were unable to meet the requirements.

**MAYFACS** – Nothing to report

**CCG/PRG** – Nothing to report

**Newsletter** – Nothing to report.

**Next meeting** – It was agreed the next meeting will be 22<sup>nd</sup> February 2021 10.30am via Zoom