Apologies

There were 2 apologies for absence received. ATC to send letter to SC to thank him for his contribution to the group.

In attendance

John Durrant– Chairman

Roger East

Marc Lillie

Brenda Leseelleur

Georgina Rolls

Tim Sparrow

Jacqueline Dickson

Chris Barham

Anne Dale

Richard Baxter

Andrew Cornell

Sally Payne

2. Election of Chair and Vice –Chair for 2016

ATC asked the group if anyone wished to be considered for chair – The group agreed to John Durrant to act as Chair and Frances Potter to act as Vice Chair for 2016.

3. Minutes of meeting held on 12th September 2015 – the minutes were agreed

4. Matters arising:

4.1 Website update – The Company that provides the practice leaflets and appointment cards also manage the practice website. They emailed ATC recently with an update to the website; ATC approved the update and expects the changes to take place by the end of February. **ATC to send a copy of the link to CB. At time of printing minutes, the new web site has gone live. CB requested that consideration be given by the partners to install Wi-Fi connection for patients to use whilst visiting the practice. ATC will take the request to the partners and feedback at the next meeting.**

4.2 Car Park – ATC informed the group that the contracts manager is now in talks with Propco. There are no further updates at this stage.

5. CQC Visit and Report – ATC explained the visit process to the group and thanked them for their support. There were a few negative and positive points raised on the day. The report is overdue. ATC will let the group know the results as soon as the report is received at the practice.

6. CCG report – ATC continues to forward any emails he receives on to the group.

7. Surgery guidelines for patients who move out of the practice area – ATC explained the practice boundary and reminded the group that this can be viewed via the practice website. If the practice receives notification that a patient has moved out the catchment area a letter is sent to the patient to advise them that they will be deducted from the practice register in 28 days and that they must register with a new GP. Special consideration is given on a patient by patient basis.

8. Practice update for information to PRG – ATC informed the group that as part of the current contract the practice would have to provide patients “on-line” access to their full medical records. It is hoped this will go live by the end of March. ATC requested volunteers from the group to assist ATC with the process. AD, CB, TS & GR volunteered.

9. Any other business

 Q. Was any patient feedback given to tpp with regards to recent changes to SysmOne online?

 A. Yes there was lots of feedback given via the tpp forum.

Dr Baxter was thanked for attending the meeting.

Meeting closed: 12.30

Date of next meeting: 7th May 2016