



The Masharani Practice Patient Participation Group
Notes of the Annual General Meeting
held on Monday 30th January 2017
at Lutterworth Health Centre.

1. Welcome and Attendance

Present: Sue Staples (**SS**)(Chair) Dick Morgan, Madalyn Treadell, Eileen Derrick, Marjorie Deacon, Bernard Cherry, Pam Yates, Steve Robbins, Martin Sercombe Jeanette Moore , Ray Moore, Heather Hepworth , Diana Cosgrove

In attendance: Dr Masharani (**VM**), Anita Masharani (**AM**)
Martin Sercombe representing The Friends of Feilding Palmer

SS opened the meeting at 7.30pm by welcoming all those attending, particularly those who were attending for the first time.

2. Apologies: Sue Emery, Mike Perks (**MP**)

3.Presentation of Cheque Mr Martin Sercombe Treasurer of the Friends of Fielding Palmer attended the meeting to present a very generous donation of £1500 from the League to support 'Keep Lutterworths Hearts Beating' This will mean that we will be able to upkeep our three Defibrillators for some considerable time. Martin reminded us that it was local people who had contributed to the charity and he was pleased that it was being put to use for the benefit of the community. The group thanked Martin and SS had already written a formal thank you.

4. Chairs Annual Report

SS referred to last year's AGM Minutes which were circulated shortly after the meeting in January 2016.They were accepted unanimously. She then read out her Report which was welcomed and accepted by the meeting. A copy is attached. She pointed out that as we have a depleted Committee the report was a joint one from her and the secretary.

5. Financial Statement

As there is presently no Treasurer SS read out a statement of our present financial position on the 30th January. This is attached.

6. Proposals and Nomination of Officers 2017

VM asked for nominations for the Chair.

SS was prepared to continue for a further year until **MP** returned and was proposed and seconded

There were no other nominations and **SS** was elected unanimously.

SS asked for nominations for Secretary.

Steve Robbins was proposed and seconded. There was also an offer of help from Madalyn Treadell. There were no other nominations so it was agreed that they would both assist with different aspects of the role.

SS asked for nominations for Treasurer, she had received an offer from Richard Morgan to carry out this role. There were no other nominations so he was proposed, seconded and duly elected.

7. Response & Surgery Update

VM thanked the PPG for all their efforts over the year and emphasised the importance of working together to further the work of the Practice.

Website.

The Practice web site is now live and there are pages for the PPG to populate and it is hoped that the secretary can follow this up.

CPR Instruction for Children.

VM had arranged two sessions of Child resuscitation and emergency first aid, however unfortunately these were poorly attended.

Staffing

Recruitment of GPs remains difficult but the sessions are now covered. New and novel ways of working and some forward thinking have helped in running the Practice. An example of this is a Senior Pharmacist employed by the Practice, A Nurse Practitioner, and Practice Nurses and trained Healthcare Assistants. The appointment of these staff mean that there are now alternatives available other than seeing a GP. Patients are urged to think about and use these options as appropriate.

The Practice is also taking part in the 'Quick Start Programme' which looks at processes to help with consistency and managing workload in new ways.

Test results were brought up by the group and there was a discussion as to how a Patient receives their results. It appears that the policy is that if patients do not hear anything they are to assume all is normal, but not all present were convinced that this was the case and that they had rarely had this explained at the time of the test. It was agreed that there had been many staff changes and this message may not have been consistently given. VM agreed to speak to all staff about this and then monitor the situation prior to our next meeting where it will be an Agenda item.

* NB this is an issue that has been brought up before.

Practice Leaflet

Because of the changes in staffing The Practice Information Leaflet has not yet been revised. VM is working on a different format that rather than concentrating on the staff it will talk about the treatments available at the Practice.

There were no topics raised outside the Agenda items listed above.

10 Meeting Dates 2017

SS advised that the next meeting is on Monday 24th April 2017 a list of meeting dates for 2017 is available in the surgery and attached.

There being no other business the meeting closed at 9.10 pm.

IF YOU ARE READING THIS AND ARE INTERESTED IN JOINING THE GROUP AND HELPING YOUR SURGERY CONTINUE TO DELIVER EXCELLENT PRACTICE AND FULFILL LOCAL HEALTH NEEDS PLEASE CONTACT THE CHAIR (DETAILS FROM RECEPTION) OR SIMPLY TURN UP AT THE NEXT MEETING (ACCESS IS AT THE REAR OF THE SURGERY) AND YOU WILL BE MOST WELCOME.