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| **Minutes of the meeting of the Patients Representative Group**  **Held on Tuesday 19th February 2013** | | |
| **Attendees**: Mrs Sharon Clay, Dr J Fitchett, Mrs J Steel, Mrs H Canham, (Chairman) Mrs Ann Childs,  Mrs Carolyn Necklen, Mr B Singleton, Mrs Louise Marshall, Mrs Muriel Jones.  **Apologies**: Dr S Clay | | |
| Meeting was opened by greeting Mrs Clay. Each member of the group introduced themselves to Mrs Clay’s as this was her first attendance at a meeting. | | |
| **Topic** | **Comments** | **Action** |
| **Bank Account** | Mrs Necklen offered her services as Treasurer and has agreed to find out about bank accounts for the money currently being held by Dr Clay. These consist of monies which have been raised from the Quiz held in December, a donation made by Mrs Childs in memory of her husband and £50 donated by Dr Clay from his speech. It was decided that the signatories would be Mrs Canham, Mrs Necklen and Mr Singleton.  As no one has offered their services for the position of Secretary, which has so far been carried out by Jane Steel, Mrs Canham said she would do it this month, until two new members attend in March when it can be reviewed. | **CN**  **HC** |
| **Car park** | Jane Steel reported that the car park had been repaired. This is a temporary repair until we are in receipt of the Section 106 monies. Mr Singleton expressed his concerns as he considers it to be a Health and Safety hazard, pointing out that some patients have mobility problems for which the pot holes present problems, and that it has been a concern for several years. Other members of the group aired their concerns and agreed with Mr Singleton. |  |
| **Patient Questionnaire** | The patient’s questionnaires have been given to patients attending the surgery over the last few weeks to complete whilst waiting/or after their consultation. The 100 surveys needed were given to Mrs Canham to collate before the next meeting when the results will be discussed. At the next meeting the action plan will be agreed to go on the website before the end of March. Next meeting arranged for 19th March at 1.30pm. | **HC** |
| **Fundraising** | Dr Fitchett was asked what equipment he would like to purchase from any funds that became available to the surgery through fundraising. He suggested that a Urinalysis machine costing approximately £750 would be very beneficial and save a lot of time and money. We agreed to hold another Quiz at the Horse and Trumpet on the 27th April. Mrs Jones suggested that we had a stall at the Parade and Garden Fete on the Sileby park which is held some time during April and May. |  |
| **Annual General Meeting** | Our AGM will be held in May, at which time there will be re-elections. We are currently looking for a venue, to be decided at the next meeting in March.  We discussed the auditing of accounts and it was decided that Mr Singleton would conducted the auditing and signing off. | **BS** |
| **Funding Section 106 monies** | Mrs Clay reported that the meeting with Amanda Anderson at the council was disappointing. There will be no new build and the The Banks Surgery has been identified as light amber in terms of planning, especially as it has been flagged a risk for flooding. Mr Singleton has offered his help with speaking to people who are involved with planning that he has contact with to see if there is any other avenue available. | **BS** |
| **Doctors**  **Cover** | The matter of cover and locum doctors was discussed at length. Mrs Canham informed Mrs Clay that it was noted that Dr Fitchett covered the Woodhouse Eves practice for the whole of the 3 weeks that Dr and Mrs Clay were on holiday over the Christmas and New Year period. It was strongly suggested that it was felt inappropriate to take our only resident doctor away from the Banks Surgery leaving us locum only cover, except for the two Thursdays which are only half days. It was established that Dr Eddleston covered those days at Woodhouse; therefore they didn’t have any locum cover whatsoever. It was felt that Woodhouse patients should not benefit at the expense of Sileby patient care. The group was in agreement that this should not happen again as there are locums who have the ability to do the triage service, which is clearly what happens at the Banks when Dr Fitchett is covering Woodhouse.  The appointment of permanent doctors was also discussed at length, Mrs Clay stating that they were looking to appoint partners, as she felt that that would provide long term positions. Mrs Canham suggested that at the moment she felt The Banks surgery was not in a position to be selective, as it is of the utmost importance to appoint permanency within the practice, and that we should also be looking to appoint salaried GPs to fill the positions. There is a great feeling of unrest in the community as patients do not like seeing different doctors every time they come to the surgery, they feel there is no continuity of care. |  |
| **Plaque** | A discussion took place regarding the Plaque (the positioning of which had originally been agreed at a previous meeting at the end of 2012) being placed at the front entrance. The intention was to raise patient awareness of regular and permanent GPs and promote confidence in the community. At the moment there is only one permanent doctor, (Dr Fitchett), Dr Eddleston has not held a surgery for some time, and Dr Clay is only at the surgery on a Tuesday, when Dr Fitchett is covering Woodhouse Eves. It was decided to put this on hold until the next meeting when we should hear whether there has been some success in appointing other GPs. |  |
| **A.O.B.** | The next meeting was diarised for the 19th March at 1.30pm |  |