1. Attendees

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| Frank Smith **(FS)** | Jo Shepherd **(JS)** | Claudette Neville (**CN**) | Angela Saunders **(AS)** |
| Dr Robertson **(DrR)** | Anna Gilson (**AG)** | Betty McBride **(BM)** | Jan MacFarland (**JM)** |

 Apologies – Jill Westwood (**JW)**

1. Minutes of last meeting – Tuesday 22nd November2022 – approved and signed
2. Matters arising - none
3. Covid-19 vaccination programme – **CN** reported that Hardik Desai has been invited to set up a Covid vaccine clinic from 17 April to June. (Yet to be confirmed). Those eligible for vaccination will be over 75s and those designated as vulnerable. **BM** asked if there is an official list of vulnerable patients. **DrR** said there is, but newly vulnerable patients can request their GP to be included.
4. NAPP subscription **CN** said that this is due soon and she will contact **JS** when payment is requested. **BM** asked if we get value from the subscription. **CN/JS** said that it is the official body for PPGs and there are a variety of resources available through NAPP for the PPG to access at any time.
5. Patient questionnaire **CN** has given a draft to **JS** who has worked on this with **DrR.** They have added questions from the random GP survey questionnaire. **JS** and **CN**  to meet and review the resulting questionnaire format and discuss circulation. **BM** offered to review the final document from her marketing experience.
**CN** asked **JS** if she had been sent the NHS App Guide leaflets that the NHS Sussex Integrated Care Board had offered. She has not, so **CN** will investigate.
6. Practice update
* **JS** reported that there will be 5 surgery training afternoons in the next 12 months. She will give **CN** the dates and she will put them in the Parish mags and the local bulletins.
* **DrR** reported that there are plans in place to set up an online system called Engage Consult across the 7 PCN Practices via the Practice website. This will be open for a few hours a day Monday to Friday for patients to email their queries (admin or clinical) eg ‘have my results been received’, ‘I have this medical problem…’. These queries will then be triaged, firstly by the system and then by a Nurse Practitioner who will pass it to the appropriate person with a response within 48 hours. This will be explained more clearly to patients once it is in place. Some practices have already implemented Engage Consult and each practice offers a different number of appointments at different times of the day.  Fairfield is soon to set this up once the software has been installed.
* Personnel changes. The Nurse Practitioner and Dr Wood have left. Dr Patel is leaving soon.
The dispensary is fully staffed but the process of recruiting reception staff is on-going.

Dr Deborah Ziegler is joining the Practice as a partner on the 2nd May. This means that along with Dr Clare Tickner there will usually be a male and female GP available each day.

1. AOB
* **BM** has not been able to update the Steps map regarding the footpath at Burwash Common Playing Fields. However it is listed on the original Steps map and all agreed that **CN** should publicise the new path on the Parish mags PPG page.
* **JS** asked if the committee had received any feedback recently about the Practice. All agreed that any feedback had been positive. **CN** had forwarded **JS** 2 emails from grateful patients. **JS** asked if patients could be encouraged to give feedback about the surgery via
<https://www.cqc.org.uk/give-feedback-on-care>
* **CN** asked if there could be a clock in the Waiting Room.
1. Date of next meeting - Tuesday 16th May 2023 6.30pm

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Grant £550
Expenditure – Diabetes leaflets £118
 Delivery £120
 Donation to Diabetes UK £ 70
 School leaflets £ 46.50
 School leaflets and posters £ 35
 Total £ 389.50

Remaining Grant £160.50