

Leatside Patient Group (LPG) – General Meeting

| | | | |
|---------|-------------------------------------|---------|---------------------|
| MINUTES | TUESDAY, 9 TH APRIL 2024 | 6.00 PM | AT LEATSIDE SURGERY |
|---------|-------------------------------------|---------|---------------------|

| | |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TYPE OF MEETING | General Meeting |
| NOTE TAKER | Sue Barry-Campbell (SB-C)- Subject to approval by general meeting |
| ATTENDEES | Mike Mintrum (MM, Chair), Susie Baggaley (SB), John Cummings (JC), Fiona Green (FG), Sally Lougher (SL), Celia Minoughan (CMin), Cliff Morley (CMor), Katie Porkess (KP, Vice Chair), Sally Smeaton (SS, Operations Coordinator), Wendy Reid (WR) |
| APOLOGIES | Jinty Balch (JB, Secretary), Jill Lawrence (JL) |

| | |
|--------------------------|-----------------------------------------------------------------------------------|
| DECLARATIONS OF INTEREST | None |
| PREVIOUS MINUTES | Minutes of previous meeting held on 26 th February 2024 were approved. |

| | | |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>1.INTRODUCTION, MEETING FORMALITIES, CHAIR’S UPDATE AND MATTERS ARISING</p> | <ul style="list-style-type: none"> • MM welcomed everyone • Matters arising from minutes February 2024 • The chair explained that the main items on the agenda were the revised Terms of Reference and the election of the committee and Secretary. • Questions from the floor would be accepted. • The Chair reported that the first edition of the newsletter (The Leat) had been distributed to patients and favourable comments had been received. • An Editor is needed for regular issues of The Leat that would normally be sent out quarterly. There will be a shorter version one-off issue in April to report election results and contact points for the new committee. | |
| <p>2. ADOPTION OF NEW TERMS OF REFERENCE</p> | <ul style="list-style-type: none"> • Terms of Reference - The new Terms of Reference (ToRs) had been drawn up and circulated. The new ToRs had been prepared after consultation with the Patients Association as the old ToRs were felt to be out of date. • Although every patient of Leatside is automatically a member of the patient group, with approximately 15,000 patients on the | |

| | | |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | <p>list, clearly not everyone can attend a meeting.</p> <ul style="list-style-type: none"> • It was proposed that the way forward was to elect a committee that would be a smaller group that would meet every two months, with the larger general meeting for all members taking place twice a year. • A Secretary would also be elected. • These changes would enable issues to be progressed faster, provide more information to patients and give them a voice. • KP Proposed acceptance of the new ToRs. • The ToRs were agreed unanimously. | |
| <p>3. ELECTION OF SECRETARY AND COMMITTEE</p> | <p>The chairman announced that because less than 10 nominations had been received by the due date, the following were automatically elected: Janice (Jinty) Balch – Secretary Fiona Green Sue Barry-Campbell Sally Lougher Susie Baggaley Jill Lawrence</p> <p>It was agreed that the committee could adopt additional members if circumstances warranted it.</p> <p>It was noted that even with 15,000 patients on the Leatside list, there was little diversity amongst the committee.</p> | |
| <p>4. QUESTIONS FROM MEMBERS</p> | <p>A question was asked about emergency procedures in case of fire or flood, particularly as both doctors' practices are in low lying areas. The chair agreed to discuss this with the Practice Manager. It was noted that a meeting on the subject was to be held in the Guildhall.</p> <p>FG reported she had made no progress contacting KEVICs to try to engage a young person with the group.</p> <p>Concern was expressed about the perceived lack of mental health practitioners in the surgery.</p> <p>Concern that new housing developments in the area would put additional pressure on the two surgeries.</p> <p>Update on the Pharmacy - still awaiting award of new licence. MM reported that 51 pharmacies have</p> | |

| | | |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| | <p>been lost in the South West since 2019 leading to 320,346 unnecessary GP appointments. MM reported that topics for the new committee to discuss included:</p> <ul style="list-style-type: none"> • Nominated GP – Appointment booking • GP “Specialisms” • Meet and greet-Patient survey • Need for Nutritionist/Dietician • Operation of new telephone system • Operation of e-consult • Editor for the Leat • Communications with patients | |
| 5. AOB AND CLOSE | <ul style="list-style-type: none"> • The matter of ‘Dignity in Dying’ was raised and several people were interested in sharing information about this issue. <p>The meeting closed at 7pm.</p> | |
| 6. DoNM | <p>Tuesday 4th June 2024.</p> <p>General meeting for all patients is Tuesday 29th October 2024.</p> | All |

| Summary of Open Action items including this month | Person responsible | Deadline |
|----------------------------------------------------------|---------------------------|-----------------|
| Actions carried forward from previous meetings | NA | NA |
| | | |
| | | |
| | | |

Future 2024 General Meetings:

Tuesday 29th October 2024

Dates of Next LPG Committee Meeting:

Tuesday 4th June 2024

Tuesday 30th July 2024

Tuesday September 2024

Tuesday 26th November 2024