



WINDSOR HOUSE GROUP PRACTICE
PATIENT PARTICIPATION GROUP
Wednesday 25th May 2016
Adwalton House Surgery

Attended:	Paul Handley (Chair) Robert McDougall Alan Peters	Joyce Sanders Sharon Wears Barbara Hope	Shirley Vardy Graham Hepworth
Apologies:	Julie Northway Doreen Whiting Philip Ramsden	Caterina Teece John Walton James Hill	Deborah Horrocks Denise Sykes Keith Brown
Practice Reps:	Steve Horton Jill Peel	Debbie Gumbley	Dr Laura Holland
Minuted by:	Steve Horton		

Item	Action
1 Apologies See above	
2 Minutes of Previous Meeting / Matters Arising Minutes accepted as a true record.	
3 Matters Arising None to report	
4 WHGP – Extended Opening / Morley & District Weekend Opening SH went through with the group the new openings times that the practice will operate as from 01/07/2016. <u>Windsor House Surgery</u> Mon – 8:00am to 8:00pm Tue – 8:00am to 6:00pm Wed – 8:00am to 8:00pm Thur – 8:00am to 8:00pm Fri – 7:00am to 7:00pm <u>Adwalton House Surgery</u> Mon – 8:00am to 6:00pm Tue – 8:00am to 8:00pm Wed – 8:00am to 8:00pm Thur – 8:00am to 8:00pm Fri – 7:00am to 6:00pm	

Shenstone House Surgery

Mon – 8:00am to 6:00pm

Tue – 8:00am to 6:00pm

Wed – 8:00am to 6:00pm

Thur – 8:00am to 6:00pm

Fri – 7:00am to 6:00pm

Discussions were held around the future model of the Morley and District Locality hub which will still remain open as normal (Saturday mornings) with a view going forward to full day opening on Saturdays and half day openings (am) at some point Sept / Oct 2016.

5 Patient Survey / Action Plan

The group reviewed the action plan following the Patient Survey. It was agreed that SH would update the plan (in excel) and RAG rate this so that the group can easily view the progress of the plan (i.e. actions completed etc).

SH

Patient / Practice Newsletter – Content / Articles

Discussions were held by the group around the draft practice / patient newsletter. The group felt that the draft newsletter in the main was fine but suggested a couple of amendments which SH would amend as appropriate.

- 6 The group also agreed that it would be extremely useful to have a “seasonal” newsletter going forward (which could also include clinical seasonal information for that specific period). The summer newsletter would be passed to patients and place in surgeries / noticeboards as from June 2016 onwards.

SH

Any Other Business

No items for discussions

7

Date and Time of Next Meeting

Wednesday 27/07/2016 – 5:30pm (Adwalton House Surgery)

8 Future Dates

Wed 28/09/2016	5:30pm to 7:00pm	Adwalton House Surgery
Wed 23/11/2016	5:30pm to 7:00pm	Adwalton House Surgery
Wed 25/01/2017	5:30pm to 7:00pm	Adwalton House Surgery
Wed 29/03/2017	5:30pm to 7:00pm	Adwalton House Surgery