**Almondbury Surgery - Patient Participation Group Minutes**

 **Thursday 5th December 2024**

**Present: Tracy Burchael (HR Manager) Chairperson**

**Fiona Brereton (Senior Admin)**

**Lin Eastwood (Patient)**

**James Eastwood (Patient)**

**Janet Sykes (Patient)**

**Phillip Swift (Patient)**

**Emma Beck (Patient)**

**Heather Bacon (Patient)**

**Apologies: S Morris (Patient)**

1. **Welcome All, Tracy welcomed everyone to the meeting and thanked them all for taking the time out to attend.**
2. **Apologies for the late cancellation of previous meeting.**
3. **Minutes from the last meeting discussed, no issues.**
4. **Tolson Newsletter – Copy shown, and everyone thinks it’s a good idea. Almondbury Surgery have their own newsletter however the winter one is behind in production but once done it will be shown in reception and to the local businesses in the village, everyone happy with that idea.**
5. **Staff Update – Dr Atwal will be sadly leaving us on the 27th of December. Dr Aslam will be increasing his days of work to 3 days.**
6. **New Chairperson – Mr Swift and Mrs Morris have both put themselves forward for the role so a meeting will be held on Thursday 23rd January 2025 @ 3.30pm to decide the new chairperson.**
7. **Practice Survey Results – 34% out of 357 questionnaires where answered. 87% of patients found the reception and admin team very helpful. 74% described their overall experience as good.**

 **Some comments were :**

**Apart from the waiting the service was efficient.**

**I didn’t have to explain myself; the doctor had read all my background notes and health history.**

**I was given the help I asked for without any problems.**

**The service was very professional and friendly.**

1. **Any Other Business – Mr Swift asked if we have a Veterans Champion, we do, and it is Dr Goodman-Bowen. Careers Champion is Debbie Bullett.**

**Also, if any of our PPG members have not been to 3 or more meetings then we can advise them that they will be removed from the list.**

**Next PPG meeting Thursday 27th March 2025 @ 3.30pm.**

**Meeting closed with thanks to all.**