

## **Minutes of the Spence Group PPG Meeting held at the Practice at 8p.m. on Wednesday 12 September 2012**

**Present:** Frank Rhodes (Chair), Ailsa Cameron, Celia Frank, Ninette Bateman, Frankie Sahni, Robert Muston, Isobel Trout, Bethan Richardson, Mark Allen (Practice Manager)

**Apologies:** Andrew Smith, Geraldine Maher, Diana Willcox and Katy Horton-Fawkes who also advised she will leave the group.

**1) Welcome by the Chair.**

**2) Minutes of the Last Meeting held on 13 June:** these were agreed as a correct record.

**3) Matters Arising**

a) Position of Notice Board – will be moved on next visit of handyman.

b) Display of Mark's email address – regret cannot be changed by the practice.

**4) Update On Relocation & Merger:**

Mark reported on the earlier meeting of interested parties held at the baths to “launch” the project. All relevant contracts have now been signed and work already started; the Medical Centre and Library were proceeding simultaneously with a view to completion in approx 12 months.

The two practices now intend to form a single merged practice to be operating from April 2013, though operating from their current premises until able to relocate and come together. Suggestions were sought as to the future practice's name, probably including the words “Bishopston” and “Medical Practice”.

The practices currently use different computer systems and both intend to migrate to a more modern and flexible version of the system (“EMIS”) in use at The Spence Group Practice. This is a significant project in itself and is a prerequisite for the merger so that all patient records are on a single system at the combined practice.

The new practice opening hours are very unlikely to be less than the present hours of The Spence Group Practice. No staff redundancies were envisaged but it is expected that some staff will choose to leave prior to the merger.

Members of the group requested some indication, e.g. an artist's impression, of the look of the interior of the new practice. A discussion followed considering how the premises might be decorated. It was suggested the Bristol Art Trail and local schools be approached for possible participation or use of the practice as an exhibition space.

The group were understandably keen to visit the site when an opportunity allowed. Mark agreed and will try to arrange this with the developer, noting that it will be a building site so practical considerations would have to be accommodated.

**5) Patient Survey:** Mark had circulated a copy of last year's preliminary survey seeking further comments. Those suggested included questions on patient awareness of all the services the practice was now offering and on the state of the building and patient environment. It was agreed that Mark should progress this.

**6) Saturday Social Club:** All concerned agreed that this was going well and that the purchase of the urn was a great help. Mark explained the reasons for the CRB check being necessary for those “hosting” as they occupy a position of trust with potentially vulnerable adults.

7) **Practice Staffing:** Mark indicated that Dr. Katie Janssen was returning from maternity leave at the end of September when Drs. Jonathan Shufflebotham & Amanda Wood would be leaving the practice. Dr. Phillips was still acting as an occasional locum.

8) **Any Other Business:**

- a) In answer to a question, Mark confirmed that only one **Newsletter** had been circulated so far this year due to other pressures. Separate announcement of significant steps in the merger and relocation project had also been made and circulated.
- b) Robert asked why it was possible to be a doctor's **appointment on-line** but not one with a nurse. Mark explained that this was due to complexity – different procedures require different lengths of time and not all nurses are trained to carry out all procedures. For example all could carry out a blood test in a short appointment but e.g. a diabetes check required a trained nurse and a 30 minute appointment.
- c) It was agreed that the **AGM** would be followed by a **Christmas celebration** and that consideration be given to inviting the Nevil Road Patient Group to attend.
- d) **Frank** announced that for health reasons he was very shortly moving to Yorkshire and will therefore be leaving the group and resigning his role as chair. He was thanked for his service since 2006. **A vacancy** thus arises for the position of chair of the group. Nominations will be required for his replacement for election to the next meeting, our AGM.

9) **Date of next Meeting, the AGM:** Wednesday December 12<sup>th</sup>, 2012, at 8pm at The Spence Group Practice

The meeting ended at 21:20