



Item	Description
1.	<b>In attendance:</b> TW, AB, SC, CB
	<b>Apologies:</b> SD, VC, SC, FM, PS, FK, JH, DS,
2.	<b><u>Review of actions from last meeting</u></b> <ul style="list-style-type: none"> <li>• AB to invite Pharmacy representative to discuss with group recent increased timeframe for prescription processing. AB informed the group that she sadly had not received any response from the area manager for pharmacy and therefore it was agreed to send another inviting them to the next meeting.</li> <li>• Group to consider topics of interests so that guests' speakers can be invited to the meetings again. – to be kept on the agenda.</li> <li>• TW volunteered to complete "accessibility walk around" all 3 sites and provide his findings to the group.</li> </ul>
3.	<b><u>Practice Update</u></b>  <b>Service/Practice Updates:</b>  <b>RSV (Respiratory syncytial virus) vaccination programme</b>  To date we have vaccinated 363 of eligible patients and we will continue recalling eligible patients on a monthly basis.  <b>Telephone access and call back facility survey</b> – before Christmas we have conducted a weeklong survey about our telephone access and call back facility. We have received over 1500 responses, and we will share findings with patients via website, notice boards and a PPG update which will be circulated to all members.  <b>Recalls-</b> we are currently reviewing our recall system and we are aiming to introduce the new process in April 2025. We are aiming to align all recalls to patients birthday day meaning there will be required to attend surgery for monitoring of their conditions and medication reviews less frequently.  <b>Staff updates</b>  <b>GP recruitment-</b> we were joined by Dr Abubakar (f) at the end of Oct and Dr Chauhan (m) will be joining us next week on Tuesday 21 <sup>st</sup> January.  <b>Dr Oluwole retiring-</b> sadly Dr Oluwole will be retiring at the end of March.

	<p>Dr Fardon- will be reducing her working sessions from April and focusing on providing specialised clinics such as coil removal and minor surgery procedures.</p> <p>Nurse and HCA team- Emily one of our HCAs has returned from maternity leave in December; we also welcome new Nurse Natalie to our team in dec.</p> <p>Reception Team- Amy who went on maternity leave in dec 2023 is now back at work. Sadly, this means that Shannon who was covering Amy's maternity leave will be leaving us on 15th January.</p>
<b>4.</b>	<p><b>AOB and date of next meeting:</b></p> <p><b>DNA policy</b> – we discussed the increase in number of patient's not attending for their appointment and previous arrangements under which practice closely monitored patient's attendance and contacted regularly those who failed to show up. AB explained that under the policy it there is a amended process for patients suffering with MH or any difficulties and disabilities. It was felt that the policy should be re-introduced to allow all equitable access to All.</p> <p><b>Date of next meeting- 20<sup>th</sup> May at 18.00 at Heanor Road.</b></p>