

**Dr K Gupta Practice
Patient Representative Group**

Monday 17th March 2014 at 5.45pm
Bridgewater Medical Centre, Henry Street, Leigh.

Attendees:

Michelle Farrell – Practice Manager	Barry Spencer
Hilary Spencer	Roy Clarke

Apologies: Dr K Gupta, Jean Donagain

Agenda

	<p>Michelle chaired the meeting and also took the minutes. The meeting took place in the practice staffroom, first floor and it was agreed that this is where the future meeting would take place in future.</p> <p>Minutes / Actions from last Meeting</p> <p>The minutes of the last meeting and action points were discussed and agreed as accurate and accepted by all members present. Apologies were given on behalf of Dr Gupta and Jean Donagain. No other apologies were received.</p> <p>Locality PRG Update</p> <p>Michelle explained to the group that no representation from our Practice had attended the locality PRG meeting since last October since Jean said she would not be available and Michelle had other Practice commitments at the times of the Thursday PM meetings. Michelle agreed to e-mail a copy of the minutes to the group for future reference. The minutes of the November 2013 and January 2014 PRG Locality meeting were discussed by all.</p> <p>Annual Patient Survey – Annual Practice Report</p> <p>Michelle explained to the group that she had to complete the Practice Report and publish it on the Practice Website no later than 31st March 2014 to qualify for the funding offered within the PRG DES (Patient Representative Group, Directed Enhanced Service). Discussions took place further regarding the negative and positive findings as a result of the patient survey carried out in November 2013. Barry Spencer kindly agreed to come into practice and collate the negative and positive findings in order to assist Michelle in completing the Annual Report. Thank you Barry.</p>	MF
	<p>AOB</p> <p>No one had any other business to report and the meeting closed at 7.15pm</p>	
	<p>Date and time of next meeting</p> <p>Monday 12th May 2014 at 5.45pm</p> <p>Please present your apologies if you are unable to attend.</p>	