

**Dr K Gupta Practice  
Patient Representative Group**

Monday 3<sup>rd</sup> November 2014 @ 3pm  
Bridgewater Medical Centre, Henry Street, Leigh.

**Attendees:**

Roy Clarke	Jean Donagain
Hilary Spencer	Michelle Farrell – Practice Manager

**Apologies:** Barry Spencer, no other apologies received.

**Agenda**

	<p>Michelle chaired the meeting and also took the minutes. The meeting took place in the Practice staff room, first floor.</p> <p><b>Minutes / Actions from last meeting</b></p> <p>The minutes of the last meeting and action points were agreed as accurate and accepted by all members present. Apologies were received on behalf of Barry Spencer, no other apologies received (MF).</p> <p><b>Locality PRG Update</b></p> <p>Roy Clarke informed the PRG that the “Healthier Together” consultation period was extended due to lack of response but that the extended deadline had now passed.</p> <p>The minutes of the last Locality PRG meeting which was held on the 25<sup>th</sup> September were discussed and Michelle agreed to circulate via e-mail to members for perusal.</p> <p>Roy Clarke asked if Sian Anthon could feedback to MF what was happening at the PN (Practice Nurse) Forum if there was anything relevant to patients</p> <p>Roy mentioned that someone from <b>AGE UK</b> did a presentation to the PRG Locality and the aim was to get volunteers in GP Practices to get involved in what services were available in the community. Roy also expressed an interest in this on behalf of our Practice / PRG.</p>	<p><b>MF</b></p> <p><b>SA / MF</b></p> <p><b>RC</b></p>
	<p>Michelle agreed to ask Diane Nicholls (LESO) Locality Executive Support Officer to take JD off the e-mail distribution list for the Locality PRG.</p>	<p><b>MF</b></p>

	<p><b>Annual Patient Questionnaire 2014</b></p> <p>The questionnaire was discussed; Jean Donagain had e-mailed a copy of the completed questionnaire to Michelle for perusal.</p> <p>Michelle handed a copy of this to all members for further discussions. It was agreed that there would be one more version update and then this was to be handed out to patients by Hilary Spencer in the next few weeks during flu clinics.</p>	<p><b>JD</b></p> <p><b>MF</b></p> <p><b>HS</b></p>
	<p><b>Date and time of next meeting</b></p> <p><b>Monday 26<sup>th</sup> January 2015 @ 3pm</b></p> <p><b>Please present your apologies if you are unable to attend.</b></p>	