

Quarterly Caradoc Surgery, PPC Meeting held on 01/12/22 at KWHC Kennedy Way Clacton.

Present

Neil Churcher; Chairperson

Louise Whitfield; Practice Manger

Members; Sue Opperman, Clint Strutt, J Heard, Myrna Liles, Clair Roberts.

Apologies; Mick Carter, J Heard.

Meeting commenced at 10 30 AM

Minutes

1. Waiting Room. It is now possible to access TV monitor to input messages. Louise to carry out a review of split screen which is confusing and also reduce speed of screen time.

2. CQC Inspection is now completed. It was a successful review with many commendations and a major improvement in all areas from previous inspection. A small are of concern was the patient medication records.

4. Practice Personnel. All G. P's are now salaried with no locums. GP Practice assist is used for phone consultations and also Remote clinical pharmacists.

5. Extended Hours Clinic for patients starting 1st October 2022 Mon-Fri 18 30-20.00 Sat 9-17 00
Is working well with a good take up.

6. Missed Appointments. 150 missed appointments for November which 29.3 labour hours which were all non G.P.

7. Chairperson. Sadly, Neil announced that he was standing down as Chairperson and it was unanimously agreed that he would be greatly missed. Also Jenny has also resigned from the committee.

It was agreed that Neil would email the members to inform them that Clint Strutt would be taking over as chairperson and also inviting members to become committee members.

8. PPC Funds. There is a balance of £355.00. Various options were discussed for the surgery such as a cold water font/blood pressure machine but it was agreed to purchase n a hot water dispenser to be used by the staff. Louise to forward details to Clint

Meeting closed at 12 30.

Next meeting to be held on **Thursday 30th March at 10 00M at KWHC.**

