**Minutes from Exceptional Meeting – Tuesday 12th July 2022**

Attendees: Gaynor Downie, Sharon King, Mike Lally

1. **Practice News**

Sharon’s last day at the surgery is 22/7/22.

Thanks and appreciation was given for her support to the PPG and vice versa.

**New personnel:**

Matt Davies is UVS new practice manager starting on 22/8/22. See attached 1 pager with Matt’s background.

Lena Sperber (Operations Coordinator) has a new role as administrator for Chester South PCN.

Elaine Fizzel is UVS new advanced nurse practitioner. In post.

Ashley Milner is starting as a 3 day/week GP replacing Dr Hilldreth.

Muhammed Ayaz is UVS dedicated physiotherapist. In surgery every Thursday. Booking can be direct. Sharon is looking to how this is communicated to patients prior to leaving role.

Deborah Murray has started as the new Mental Health practitioner. Referral via GP for adults only.

1. **Toilet Update**:

Sharon wanted to highlight that all 3 toilets are now open at the surgery: one had to be closed for a short time due to an ants nest.

1. **Covid:**

Autumn/Winter Covid boosters will be administered to eligible cohorts with flu vaccinations from September.

Over 65, plus 18-24 yr olds with underlying conditions will be eligible.

From September via co-administration.

1. **Extended Access**:

Starting in October.

Access after 6.30pm until approximately 8pm. This is delivered by all 4 GP practices in the PCN.

Thursday evening is the dedicated slot for UVS.

Booking is via the surgery and will be communicated on the website.

A National initiative via NHS England.

1 GP on site per shift plus a rotation of other personnel e.g., nurses, nurse practitioner etc.

1. **Survey**

Awaiting results.

1. **Practice Improvement Grant**

An application has been completed for new, automated front doors and merging 2 storerooms into one to create an additional clinical room

1. New website and logo launches on 1st August

**Next Meeting & AOB**

**Next meeting date. Originally, Monday 25th July 2022 4pm-6pm. To be replaced with new date from Matt after 22nd August (start date).**

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| --- | --- | --- | --- |
| **Action** | **Lead** | **Target Date** | **Status** |
| Mike to publish newsletter | Mike | April 30th | Completed |
| Mike to draft a response to the email from UVS patient and send as response. | Mike | April 15th | Completed |
| Sharon to edit the slides (PowerPoint) in the waiting room ref PPG recruitment. | Sharon | April 29th | Completed |
| Sharon to send Mike the email - NHS England directive, so that Mike can add a few sentences to the newsletter. | Sharon | April 15th | Completed |
| Sharon to send Yamini some dates to coordinate a workshop for the website | Sharon | 1st April | Completed |
| Mike to communicate with the virtual and core members for feedback on the website | Mike | End August |  |
| Sharon, Lena and Yamini to run and attend a workshop to progress the new website. | Sharon, Lena and Yamini | 29th April | Completed |
| Mike to create a google file for questions for the new website. | Mike | 14th April | Not applicable |
| Mike to add to the newsletter highlighting the new physiotherapy role. | Mike | October |  |
| Sharon to send PPG members logos for the surgery to feedback on | Sharon | 29th April | Completed |
| Gaynor to encourage Bob new core member to complete the induction form and send to Dr Inchley for authorisation. | Gaynor | 1st August |  |
| Sharon to share the friends and family survey feedback and add to forthcoming agendas as standing item | Sharon | Quarterly |  |
| Mike to seek feedback for survey proposal from virtual members | Mike | End September |  |
| Mike to draft actual survey for utilisation | Mike | End September |  |
| Wesite launch | All | October |  |
| Gaynor to send Mike some content for the newsletter | Gaynor | 20th April | Completed |
| Matt Davies to send a date to replace the 25th July meeting date | Matt Davies | Post 22nd August |  |

Heard a lot about me?

Oh well. Don’t worry. It can’t all be true….

A person with a beard

Description automatically generated with low confidence

Hi everyone, I’m Matt, and I’m very excited to join the UVS team.

I’m currently a CQC Registered Manager who has been working in Dental Practice Management for the last 3 years. Prior to this, I worked in retail management for 17 years with the same employer, across a number of their Sports and Fashion brands. Despite this, I’m probably not as fashionable or athletic as I should be (or think I am, haha!).

As excited as I am to join the team, I am also of course apprehensive about it – and importantly that means, I know you might be apprehensive too.

I understand that a new manager joining an existing team can be a stressful time for all concerned. Particularly when you’re losing a manager you enjoy working for, like Sharon. You’ll typically be thinking, “What are they going to be like? Are they going to want to come in and change everything? What if they’re, horrible?” and I understand the uncertainty a team faces during the first few weeks and months of that transition, and I share that uncertainty with you all. However, I’m very much looking forward to working with you all to continue the work that Sharon has put in to UVS over the last few years and hope that you will share that same enthusiasm that I have to both work and continue the upward trend of UVS, together 😊.

Beyond work, I’m a keen Mountain Biker and Hill Walker, I have two Border Collies – Meg and Rosie who love an adventure. I’m married to Holly who’s a Primary School Teacher over in Ellesmere Port and we have a 4 year old daughter called, Ella, who likes to teach me all her latest and greatest dance moves and I think most importantly, I like to teach her mine!

Looking forward to meeting and working with you all soon, and I hope you enjoy the chocolates!

Matt