

## 2-Monthly Full Meeting – 19 January 2022 – Minutes

Present: Keith Marshall (Chairman), Jean Alden, Noreen Marshall

Apologies: Lyn Duffus, Sheila Hayles, Rhian Ingram, Jacqui Piper

Due to issues with connection to Zoom, no business was conducted and this meeting was abandoned. The meeting was rearranged for Wednesday 26 January, 13:30, on Zoom.

Keith C Marshall, Chairman

19 January 2022

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## 2-Monthly Full Meeting – 26 January 2022 – Minutes (meeting rearranged from 19 January)

Present: Keith Marshall (Chairman), Harsha Mortemore (Vice-Chairman), Matt Edwards (Practice Manager), Lyn Duffus, Noreen Marshall

Apologies: Jean Alden, Sennen Chiu, Sheila Hayles, Rhian Ingram

### 1. Minutes of the Previous Meeting

1. The minutes of the 17 November 2021 meeting were agreed and signed.

### 2. Covid-19 Roundtable Catch Up

1. Although apparently coming down from the January peak, the case numbers are still worryingly high.
2. Almost all rules have now been removed by the UK government, although they still recommend the wearing of masks.  
Masks are still mandatory on TfL, and Lyn reported this was also true of most train companies.
3. Vaccination rates in Ealing are still a long way behind England as a whole.  
Prior to the meeting Matt had reported to Keith that there were still over 2000 of the Practice's over-18 patients who have not had even one dose of vaccine, in addition to the small number who have actually declined. There was general dismay at this attitude.
4. Noreen reported on her visit the day before to Hillingdon Hospital. She was told that their admissions with Covid were declining; she also observed more younger people wearing masks.

### 3. Members Feedback / Issues

1. Lyn reported that having had a recent blood test at Ealing Hospital the results were very quickly (same day) available via Patients Know Best.
2. Ealing Hospital currently appears to be our only option for blood tests. Neither Hillingdon Hospital nor Northwick Park are now doing GP-requested blood tests.

### 4. 2021-23 Activity Plan

1. Keith provided a quick update on the latest plan progress.
2. There are now new email addresses for the group: admin@, chair@, contact@, [keith@barnabasvoices.org.uk](mailto:keith@barnabasvoices.org.uk).  
The existing [barnabas.ppg@gmail.com](mailto:barnabas.ppg@gmail.com) address will be deleted, but not until at least Easter; an automatic response is set up to go to every email alerting the sender to this. There are still several patients who persist in emailing the Gmail address with, for example, repeat prescription requests. Matt is aware of this and is OK with the address being closed.
3. The new membership system proved too difficult to set up online. Keith decided to stay with a manual register, but there is now an online membership form.
4. All Facebook group members are considered full group members once they have answered the joining questions (ie. the same as the online form).
5. Keith & Matt have agreed to postpone the publication of *Barnabas Bulletin* #30 to early March. Matt's input is still needed.
6. Keith has created a demo survey using Google Forms. This is with Matt for review.
7. Matt also has to provide his requested changes to the "Your Appointment" leaflet.
8. All the group material on the Practice website has now been updated. Thanks, Matt!

### 5. Governance Review

1. Keith has reviewed the governance document, and identified a small number of mostly cosmetic changes required.
2. The new recommended document will be circulated with the next Monthly Members' Update. **Action: Keith**  
Any feedback on the proposed governance document should be sent to Keith prior to the March meeting. **Action: All**
3. The amended document should be available to the March meeting for approval. **Action: Keith**

### 6. Practice Updates

#### 1. Staff Updates

Dr Parmar is retiring at the end of March, leaving just two partners.  
In consequence the Practice is looking to recruit one or two additional salaried GPs, to cover 8 sessions/week – which would provide more appointments.  
There are also plans to recruit two additional receptionists and an HCA.

#### 2. Phlebotomy

The Practice is looking for a temporary (locum) phlebotomist for the next couple of months.  
One of the recently appointed receptionists wants to train in phlebotomy. It is hoped that once qualified she can do two blood sessions a week and the rest of her time on reception.

3. Room 7

The rebuild is still not complete, but is expected to be completed in the next couple of weeks. Due to pipework etc. the layout has had to be changed and access will still be from the Waiting Area.

4. eConsult

The replacement for eConsult is out to tender for the whole of NW London.

5. Phones

Matt was asked whether the phone messages had been updated. They haven't, but it is still on Matt's "to do" list. Harsha volunteered to record the messages, if required.

**Action: Matt/Harsha**

7. Other Group Updates

1. It was agreed that our Clinical Pharmacist, Paresh, be asked to talk to the March meeting about repeat prescriptions & drug reviews especially with respect to long-term conditions. (Paresh had done such a session previously but it was at least 3 years ago.) Matt suggested he would see if Sandeep (Pharmacy Technician) could also attend the meeting and introduce himself.

Anyone with questions for Paresh, please send them to Keith for forwarding. **Action: All**

8. Matters Arising & AOB

1. Noreen & Keith reported that our long-standing member Malcolm Corey had died at the end of December; Jean Corey having died in April 2020.
2. Noreen was reminded about the suggested history of the Practice, and that she should try to talk with Dr Parmar before she retires. **Action: Noreen**
3. Next Full Meeting: Wednesday 16 March, 13:30 on Zoom.
4. Next Informal Calls: Thursday 3 February, 12:00 and Tuesday 1 March, 14:00, both on Zoom.

Keith C Marshall, Chairman

29 January 2022

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## 2022 Full Meeting Dates

Date & Time	Zoom Details
Wednesday 16 March 13:30	<a href="https://us02web.zoom.us/j/85213102573?pwd=QU5iVmthUWJvUnJWNkIxZlIxNFIXZz09">https://us02web.zoom.us/j/85213102573?pwd=QU5iVmthUWJvUnJWNkIxZlIxNFIXZz09</a> Meeting ID: 852 1310 2573      Passcode: 840639
Wednesday 18 May 13:30 [AGM]	<a href="https://us02web.zoom.us/j/88344565328?pwd=eUs1TIZOYWxlV0c5VU5HV1ZZOXJ2UT09">https://us02web.zoom.us/j/88344565328?pwd=eUs1TIZOYWxlV0c5VU5HV1ZZOXJ2UT09</a> Meeting ID: 883 4456 5328      Passcode: 300803
Wednesday 20 July 13:30	<a href="https://us02web.zoom.us/j/89829933618?pwd=S3dhNXlWQkQ4VGc1cUlxRGxHYnVRQT09">https://us02web.zoom.us/j/89829933618?pwd=S3dhNXlWQkQ4VGc1cUlxRGxHYnVRQT09</a> Meeting ID: 898 2993 3618      Passcode: 567437
Wednesday 21 September 13:30	<a href="https://us02web.zoom.us/j/84214030722?pwd=RnE4bStnQ1FHbjlrbFQ4ZE9KWEISZz09">https://us02web.zoom.us/j/84214030722?pwd=RnE4bStnQ1FHbjlrbFQ4ZE9KWEISZz09</a> Meeting ID: 842 1403 0722      Passcode: 652353
Wednesday 16 November 13:30	<a href="https://us02web.zoom.us/j/81745064799?pwd=cXZpN1FqTWVPRKy9pelFIVlJ6Zmh5dz09">https://us02web.zoom.us/j/81745064799?pwd=cXZpN1FqTWVPRKy9pelFIVlJ6Zmh5dz09</a> Meeting ID: 817 4506 4799      Passcode: 069999

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## 2022 Informal Call Dates

- Thursday 3 February, 12:00
- Tuesday 1 March, 14:00
- Monday 4 April, 16:00
- Wednesday 4 May, 18:00
- Wednesday 1 June, 10:00
- Tuesday 5 July, 12:00
- Monday 1 August, 14:00
- Wednesday 7 September, 16:00
- Thursday 6 October, 18:00
- Tuesday 1 November, 10:00
- Monday 5 December, 12:00

Zoom Link (for all informal calls):

<https://us02web.zoom.us/j/7279594414?pwd=VmYwODdoWGg2eTFvTIVjVIZyRmhSQT09>

Meeting ID: 727 959 4414. Passcode: 149417

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