**PATIENT PARTICIPATION GROUP**

**MEETING**

**Monday 17th February 2020**

**MINUTES**

* Welcome and introductions – Kas Shackleford (KS), Practice Manager, introduced herself.

She explained that Kate Brady from West London Clinical Commissioning Group – WLCCG would be attending the meeting to update the practice on the progress for the Violet Melchett site as well as our new premises.

And that Shirin Ahmad from the One You team would also be attending to speak with the group about the service.

* While awaiting the arrival of the guest speakers KS updated the practice that Dr Sangtani was covering some of Dr Lewis’s clinical sessions.
* She also informed the meeting that she would be taking maternity leave the following week but assured the meeting that the practice team were well prepared for her absence.
* Kate Brady (KB) arrived and informed the meeting that progress had been slow with Cadogan and unfortunately there had been a change in their personnel but she was hoping this would not cause further delays. She explained that the short term lease (5 years) had been agreed regarding the rent but there was still to be resolved some questions around the contract content. She is meeting with Cadogan next week to discuss these areas. She reassured the meeting that there would still be a healthcare provision in the building.

She then went onto explain the progress with the new premises for The Chelsea Practice and that the Heads of Terms had been drafted and these would hopefully be agreed upon next week at the meeting. The WLCCG have asked that the lease be for 15 years but Cadogan only want to permit 10 years. This will be discussed further at the meeting next week.

Some of the discussions that had taken place were to try and resolve the disabled access to the building.

KB also explained that although no planning permission is required from the Royal Borough of Kensington and Chelsea she is meeting with them soon to fully appraise them of the intentions for the building and make sure that the WLCCG adhere to all of RBKC’s requirements.

She updated the meeting that at present it is looking like the move to the new premises will not take place until the end of the year. KS reassured the meeting that all patients would be informed of the date of the premise move and the new address. The practice would then close at the present address on a Friday evening and open on the Monday morning at the new premise without any interruption to patient care.

KB was happy to return and provide an update at the next meeting.

* Shirin Ahmad (SA) introduced herself and explain the One You Service that they can offer the patients
	+ Targeting Stress with Mindfulness exercises
	+ Encouraging patients to have a healthier lifestyle
	+ Aqua sessions and aerobics available
* Date of the next meeting: July/August 2020

The meeting lasted about 1 hour.