

Shepley Health Centre Patient Group Meeting – 6th July 2026

Minutes

Present: Dr Paul Culliney, Deborah Richards, Jayne Gudgeon (minute taker), RB, JS, SH, AH, PH, GH

Apologies: CS, KO

Welcome, Introductions and Apologies

JG welcomed all to the meeting and gave apologies for KO and CS. The minutes from 13th April were passed as a true and fair reflection of events.

Aims of the Patient Participation Group

We began the meeting by reviewing the aims and objectives of the group.

- To facilitate good relations between the GP practice and patients by communicating patient experience, interests and concerns and providing feedback to the practice on current procedures and proposed new developments.
- To work collaboratively and positively with the practice to improve services and facilities for patients and to act as a sounding board for practice staff on issues affecting patients.
- To build two-way communication and co-operation between the practice and patients, other individuals and organisations in healthcare, and the wider community to the mutual benefit of all.
- To act as a representative group to support the practice and influence local provision of health and social care.

Practice Updates

Staff update;

We have recently welcomed Georgia on a fixed term contract to cover maternity leave. We will also be employing an additional member of admin staff shortly to assist with coding and document management. Practice Nurse Alex has now started her maternity leave, and we have sufficient cover from our Nursing Associate to cover some of her duties. AH asked about the difference between a Practice Nurse (PN) and a Nursing Associate (NA). DR explained that a Practice Nurse is a registered nurse who has completed additional training and is able to undertake a broader range of clinical responsibilities. A Nursing Associate is a registered professional who has completed a shorter training programme and works within a more defined scope of practice, supporting the delivery of patient care under the appropriate supervision and within their competencies.

For clarity an Advanced Nurse Practitioner (ANP) is a highly qualified professional who can diagnose, prescribe and refer. Their workload is similar to that of a GP. We have recently welcomed Samantha as our newest ANP. Samantha has previously provided locum cover for us. JG to publish the definitions of the various nursing roles in the next surgery Newsletter.

Eleanor who is currently covering maternity leave is leaving to go travelling in September. We will be recruiting a new member for the reception/admin team in due course.

Dr Bose will be completing his GP training shortly and will be leaving Shepley, we wish him well. He has been a popular member of the team. On 5th August we will be joined by Dr Kilday who will be with us until February and will be available for appointments. Questions were asked regarding our use of locum GP's, DR advised that on occasion we need extra cover we use Locum GP's that are well known to Shepley patients and have been with us many years.

Shepley have also welcomed its first Student Nurse placement, we hope this will be a regular event.

Flu and Covid: Flu vaccinations will be arriving at the practice ahead of the start of the Autumn/Winter Flu campaign. We have ordered sufficient vaccines to meet the needs of all eligible patients and are well prepared for the upcoming campaign.

The practice is also fully prepared for the autumn Covid vaccination rollout, which will run alongside the flu campaign. Plans are in place to ensure both programmes are delivered efficiently and safely, with appropriate arrangements in place to support eligible patients throughout the autumn and winter period.

Research Activities

We had submitted a funding application the National Institute for Health and Care Research to support research activity within the Practice. This application has now been approved and will allow us to offer patients the opportunity to take part on research studies. Taking part is voluntary and ensures patients have a voice in shaping future care.

Attendance and Communication Data

Over the last 3 months of the year 97.59% of patients attended their appointment.

Any Other Business:

Roger Abbott our Care Co-ordinator will be holding his 'Time to Talk' sessions for people living with dementia and their carers. Dates are available in July and August and sessions are currently being planned for the Autumn.

Next meeting: Monday 19th October at 4.30pm