



Monday 14 October 2019

Present: Nic, Justine, Jane, Cheryl, Anne

- Service review meeting – Jessop can meet on a Thurs morning – agreed Cheryl to attend. (Arranged for 21 November)
- Jessop can accommodate the hub having a room from 4pm on a Friday if we need. To look at possible hub shifts from 4pm if we have clinicians available to work.
- Cancellation of hub appointments – should be done by the practices unless advised late/weekend.
- Nic and Anne are meeting with DCHS after the CMG meeting on 21 November.
- PCN admin applications – shortlist of 3 candidates – Cheryl to interview with Andy Mott (PCN clinical lead). Update – Elizabeth Mellon has been appointed.
- Clinical pharmacist – Cheryl, Anne and Andy Mott to interview. Candidates to be short listed and interview questions required. Update – interview date 10 December, 5 candidates short listed.
- Discussed AGM – Nic to provide finance update.
- Appointment allocation – to be discussed at CMG meeting Thurs 17<sup>th</sup> Oct.
- Kaysia and Cheryl met with CCG for review meeting – we should be hitting target of 75% utilisation of appointments. They have sent an updated spreadsheet which shows our utilisation.
- Discussed smart cards and adding practices to individual smartcards of staff who work at the hub. Current process works so no change at present.

Next meeting – 2 December 2019 @7pm (The Hurt Arms, Ambergate)