| Visiting Team: | Sam Hill – Primary Care Engagement Manager (SH)  
| | Ben Furlow – Information Manager (BF)  
| | Jan Clossick – Finance Manager (JC)  
| | Dr Simon Rumley – Chair and Clinical Lead (SR)  
| Name of practice: | Alymer Lodge  
| Date: | 26th August 2014  

**Practice Manager /Lead Commissioning GP and any other staff**

Dr Tony Carter  
Di Millet  

**Welcome from the Board GP**

**Strategic**

- BF to resend over 75’s patient questionnaire for the £5 per head scheme.

**Operational**

**Finance**

- Suggestion from practice that the Incentive Scheme for this year focuses on those areas practices can influence i.e. outpatient referrals, emergency admissions. **CCG to consider**;
- JC to send financial reports on a quarterly basis. A combination of the CSU and CCG report.

**Information**

- BF to send information report on a quarterly basis;
- Information report to be shared at Practice/Referral Meetings - **TC/DM**;
- Public Health LARC LES – concern around the clinician’s competency requirements within the service specification. **SH to pick up with Sarah Knight**.

**Quality**

- ? if all concerns raised are investigated or just those where a theme arises. **SH to pick up with Annie Coyle**.

**Pharmacy**

**Organisation Performance Measures**