



Meeting Title:	Patient Participation Group	Date:	Thursday 5 th March 2026
Venue:	Room 12	Time:	13.00-14.00
Attendees	Chair: Keleigh Atkin (KA) Minutes: Amy Birch External: N/A Apologies: Russell Johnson, Bob White, Joy White, Geraldine Mee PPG Members: Peter Shelton, David Wood, John Hudson, Alan Ryder, Paul Harrison, Colin Mason		

ITEM	MINUTES	ACTION	LEAD	TIME
1.	Introductions	Information	KA	13.00
2.	Practice News <ul style="list-style-type: none"> • Reception <ul style="list-style-type: none"> ○ New Starter Sarah – Start date 23/02/2026 21.25 hours per week ○ Vickie to start 09/03/2026 21 hours per week ○ No vacancies • Admin Team <ul style="list-style-type: none"> ○ Jo O – Gradual process of moving from Reception to Admin ongoing ○ Debbie – Start date 02/02/2026 This is a dual reception/administrator role for 32.25 hours per week Admin training to start once Reception competencies achieved. ○ Rachel (Locum) returned 23/02/26 1 day per week to process practice referrals. ○ No vacancies • Nursing Team <ul style="list-style-type: none"> ○ Natalie new starter (Practice Nurse) – Start Date 16/02/2026 18 hours per week Heart Failure Specialist Nurse and experienced in Chronic Disease Management Practice training plan in place ○ Phlebotomy Vacancy has been filled internally 	Discussion/ Information	KA	13:00

- Kyra to increase Phlebotomy hours 11.5 to 22.5 hours, as soon as we can release her from Admin.
- Lucy to increase from 26 to 34 hours per week as of 16/03/26
- o Locum clinics continue for childhood Immunisations and Travel Vaccination clinics.
- GP Team
 - o GP Locum (Dr Biswas)
Returned for 1 x Locum GP session per week (Wednesday) as of February until end of April to help with on site GP capacity whilst Dr Reynolds remains working from home.
- Additional Roles
 - o Safiya (Clinical Pharmacist) – Started 02/03/26
Mondays only – PCN backfill for losing Tan 1 day per week to Neighbourhood mentoring role.
- Protected Learning Time (PLT)
 - o Practice closure once per month 1-6.30pm
 - o February PLT – Total Triage activity
 - Ensuring consistency of patient treatment approach for variety of patient Total Triage using 30 real life examples.
 - Role play On Call GP duties and how we would manage workload
 - Ensuring staff are also aware of appropriate signposting options outside of the practice
- Recall
 - o Explored Abtrace demo to support this area of work.
 - o Dr Patel has implemented a tool to support within our current clinical system to support patient recalls and remind clinical teams of everything patient requires, in the hope that more can be completed during one appointment.
 - o We are still using patients Birth month for recall dates
- Research
 - o Practice has had funding approved for 2026/27
 - o We will be taking on new research projects and contacting eligible patient cohorts to support
- Same Day Access
 - o NWL Federation will be delivering weekend, evening and Sunday appointments on behalf of the PCN
- Premises

	<ul style="list-style-type: none"> ○ Lift – Options include repair, lease or replace. Awaiting hire price for quote comparison. ○ Ipad for Reception - Leicestershire Health Informatic Service (LHIS) working on a pilot which has shown some software errors. Further update to be given once errors have been fixed. ○ Extension and S106 – Keleigh met with Landlord recently. They have first refusal on available plot of land upto March 2027. Keleigh met with ICB who encouraged us to put forward a business plan. S106 – Council have agreed to extend application deadline for some funds. Progress is encouraging. ● Covid Vaccinations <ul style="list-style-type: none"> ○ Delivering Summer and Winter boosters in house this year as per NHSE contract. Eligible cohorts will be contacted from Apr 26 ● PPG Network meetings <ul style="list-style-type: none"> ○ Wednesday 4th March 2026 Talking Therapies Stop smoking campaign Patient Survey results to come out soon 			
3.	<p>Patient Question Time - an opportunity for patients to raise any questions to the practice team.</p> <ul style="list-style-type: none"> ● Welcome new PPG member – Paul Harrison (Chairman, Leicester City Council) ● Bus route Grange Road – Highways to assess best place for bus stop ● Blood tests – Hospital bloods can be done here ● Repeat Prescriptions – Are patients informed about unavailable items prior to collection? Check communications. 	Discussion	PPG Members	13:30
4.	Any other business	Discussion	KA	13:45
5.	Date and time of next meeting Thursday 23 rd April 2026	Decision	KA	14:00