



<b>Meeting Title:</b>	Patient Participation Group	<b>Date:</b>	Thursday 23 <sup>rd</sup> March 2026
<b>Venue:</b>	Room 12	<b>Time:</b>	13.00-14.00
<b>Attendees</b>	<b>Chair:</b> Keleigh Atkin (KA) <b>Minutes:</b> Amy Birch <b>External:</b> N/A <b>Apologies:</b> <b>PPG Members:</b> Peter Shelton, David Wood, John Hudson, Alan Ryder, Rosie Ryder, Paul Harrison, Bob White, Joy White, Russell Johnson		

ITEM	MINUTES	ACTION	LEAD	TIME
1.	<b>Introductions</b>	Information	KA	13.00
2.	<b>Practice News</b> <ul style="list-style-type: none"> <li>• Reception <ul style="list-style-type: none"> <li>○ No vacancies</li> </ul> </li> <li>• Admin Team <ul style="list-style-type: none"> <li>○ Jo O – Gradual process of moving from Reception to Admin ongoing</li> <li>○ Debbie (dual reception/administrator role) 32.25 hours per week. Training progressing.</li> <li>○ Rachel (Locum) returned 23/02/26 1 day per week to process practice referrals.</li> </ul> </li> <li>• Management Team <ul style="list-style-type: none"> <li>○ Beth (Management Team Administrator) – New fixed term contract 20/04/2026 for 6 months, 37.5 hours per week.</li> </ul> </li> <li>• Nursing Team <ul style="list-style-type: none"> <li>○ Kyra to increase Phlebotomy hours 11.5 to 22.5 hours, as soon as we can release her from Admin.</li> <li>○ Locum clinics continue for childhood Immunisations and Travel Vaccination clinics until June. Possibility of additional Travel clinics after June.</li> <li>○ Trainee Nursing Associate starting June 26, clinics Tuesday and Thursday Phlebotomy clinics</li> </ul> </li> </ul>	Discussion/Information	KA	13:00

- Student Nurse starting May 26 as part of her top training to become a Registered Nurse. 35 hours per week. Clinical timetable to include assisting with wound care.
- GP Team
  - 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.
- Protected Learning Time (PLT)
  - Practice closure once per month 1-6.30pm, phone cover provided by Derbyshire Health United (DHU)
  - April PLT
    - Staff and practice objectives for next 12 months
      1. Staff retention
      2. Patient satisfaction
      3. Immunisation targets
      4. Premises priorities
    - Carried out staff annual fire drill. Agreed to carry out every 6 months (once a year with patients).
- General Practice contract changes
  - Keleigh shared some slides to explain proposed General Practice contract changes
- Premises
  - Lift repaired and in full working order
  - Patient call screens/Health promotion screens
    - Current software obsolete
    - Practice to upload and manage slides
  - No update regarding extension or S106
  - Gardening project
    - Low maintenance commercial technique being trialled by practice Gardener
- Covid Vaccinations
  - In house clinics started in April
  - Contracted for practice to deliver going forward, which should lead to better uptake
- Patient Survey and Complaints Data
  - Reviewed 2025 results
- Friends and Family Test
  - March 26 data reviewed
- Practice statistics
  - March 26 data reviewed

3.	<p><b>Patient Question Time</b> - an opportunity for patients to raise any questions to the practice team.</p> <ul style="list-style-type: none"> <li>• Paul Harrison offered to help communicate General Practice Contract Changes to patients and wider public</li> <li>• PPG members agreed to put together a practice action plan of patient objectives for next meeting</li> <li>• Agreed to look deeper into NHS App functionality</li> </ul>	Discussion	PPG Members	13:30
4.	<b>Any other business</b>	Discussion	KA	13:45
5.	<p><b>Date and time of next meeting</b> Thursday 18<sup>th</sup> June 2026</p>	Decision	KA	14:00