



Meeting Title:	Patient Participation Group	Date:	Thursday 2 nd March 2026
Venue:	Room 12	Time:	13.00-14.00
Attendees	Chair: Keleigh Atkin (KA) Minutes: Amy Birch External: N/A Apologies: John Hudson, Bob White, Joy White PPG Members: Peter Shelton, Alan Ryder, Paul Harrison, Russell Johnson		

ITEM	MINUTES	ACTION	LEAD	TIME
1.	Introductions	Information	KA	13.00
2.	Practice News - Reception - Vickie maternity leave commenced - Offer sent to new starter (12-month maternity cover) start date TBC - Admin Team - Jo O – Gradual process of moving over from Reception to Admin now complete - No longer requiring locum support - Management Team - Beth (Management Team Administrator) – New fixed term contract until Oct 26, 37.5 hours per week, to support whilst Melissa is on leave - Nursing Team - Phlebotomy hours filled with Trainee Nursing Associate (Ella) - GP Team - GP Locum (Dr Biswas) continuing for 1 x session per week (Wednesday) - GP Locum (Dr Chantrill) continuing for 1 x session per week (Friday) both to cover Dr Reynolds maternity leave - Salaried GP vacancy 4 sessions – Shortlisting progressing, start date TBC - Dr Kay will be leaving the practice as of 8/8 to work in the Acute Visiting service	Discussion/Information	KA	13:00

	○ Dr Sigourney will be leaving the practice 14/8 to work in a Private Clinic ● Additional Roles ○ Paramedic Locum (John Cross) commenced 1 day per week to replace Rebecca ○ Paramedic vacancy, to be employed by the Primary Care Network (PCN) but will be based at the practice – Shortlisting commenced ● Protected Learning Time (PLT) ○ Practice closure once per month 1-6.30pm, phone cover provided by Derbyshire Health United (DHU) ○ May - Split into practice teams to create and produce practice policies/procedures to improve efficiency ○ June – Summer social/Staff wellbeing event ○ July – Sharps update (All staff), management, disposal, accident protocol - Plus, completion of mandatory e-learning ● General Practice contract changes ○ Collective action has been encouraged to challenge commissioners ○ Practice has not signed new contract; however, we are not taking part in collective action ○ Practice to continue as normal ● Premises ○ Patient call screens/Health promotion screens not working, current software no longer commissioned, NHS quote to upgrade expensive, looking at alternative cloud-based option ○ Business plan in progress for ICB regarding prospect of extension, however the practice is still not considered a priority site ○ Staff door has been replaced ● Website ○ Improvements have been made to appointment options i.e. Blood tests, prescriptions ○ We have no control over external applications i.e. Systmonline ○ In process of approving new template for website to help improve user experience, in line with NHS guidelines ● Stationary ○ Patient forms have been reviewed and updated for efficiency i.e. patient registration			
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	form, change of details, carer identification, online access request			
3.	Patient Question Time - an opportunity for patients to raise any questions to the practice team. - NHS Wi-Fi is not working – Practice to escalate - Patient inequalities (no internet access) are we able to share information in other ways. Unable to send any 'marketing' material via SMS, however we will happily print off any leaflets/information patients require on an adhoc basis (save printing until required) - Confirmed that website does direct patients to Facebook and vice versa - Ensure we add new news items to website ribbon to better inform patients	Discussion	PPG Members	13:30
4.	Any other business	Discussion	KA	13:45
5.	Date and time of next meeting Thursday 20 th August 2026 1-2pm	Decision	KA	14:00