**Leckhampton Surgery Patient Participation Group Meeting**

**Wednesday May 14, 2025**

**Minutes:**

**Attendees:** Katie, Judith, Joy, Mike, Ian and June

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| **1. Welcome and Apologies** Apologies – Nigel, Veronica and Susan |
| **2. Minutes of the meeting March 12th 2025** were accepted. |
| **3. Matters arising**  a)Results on the App – done  b) Appointments cancelled but still showing on the App - ongoing  c) GP attending PPG meetings – Dr Lees, trainee GP will be attending PPG meetings |
| **3. Update from the Practice** Katie:  a)Katie is trying to balance clinical and interim Practice manager roles  b) Clive is attending one day per week to help and mentor Katie  c) The Practice have not back filled Katie’s respiratory nurse role. Dr Hall is currently taking on this work  d) The Practice will receive some money from the funding the Dept. of Health announced  e) The Practice is working on speeding up processes and looking into ways to reduce the amount of paperwork – mainly hospital letters  f) Currently the reception staff are happy ☺ |
| **4. AGM review**  All agreed that the AGM went well and better than expected. Thirteen people attended including six PPG members. Katie and Dr Hay also attended from the Practice.  All agreed that next year we should concentrate on fewer topics.  All agreed that advertising of the AGM by the Practice should be improved |
| **5. Understanding GP schedules**  Katie provided the schedule for the last month for the nine GPs, Midwife and registrar in training. It showed duty sessions, regular sessions, admin sessions, training sessions tutoring sessions. The schedule gave insight into all the different activities the GPs have to undertake. It also showed that days were not necessarily consistent per GP. Judith will write to the GPs on behalf of the PPG about whether there could at least be a couple of consistent days each week per GP.  **Judith to write** |
| **6. Availability of consultant rooms**  The idea of the PPG funding a lift to the first floor was discussed. It was clear that the installation of a lift would not help with regard to extra consulting rooms. |

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| **7. Chair of PPG**  Judith advised that the Chair and Secretary of the group need to be appointed annually. She was willing to stand for another year and all agreed this. The PPG continues to search for a secretary. |
| **8. NHS App sessions**  It was agreed to continue these on the first Wednesday of the month for the next three months. Judith will send a Doodle poll around. |
| **7. Date of next meeting** Wednesday August 13 at 1 p.m. at the surgery.  Membership of the group to be discussed. |