



Dear Member,

You are invited to the next meeting of the Harborough Field Surgery Patient Participation Group on Monday, 12th June, at 4.45 p.m. The meeting will be held in the Conference Room at the Surgery.

Our Speaker will be Linzi Pearsall, the Surgery's Care Coordinator.

If you have any questions for the Practice Manager, please could you email it to us **by the Monday before** the date of the meeting in order that a fully prepared response can be prepared by the PM.

Any apologies should be forwarded to the Secretariat in order that they can be minuted.

If you do not wish any further emails sent to you, please inform the Secretariat.

Secretariat: Hector Graham [hectorgraham@hotmail.co.uk]

Ishbel Graham [ishbelgraham@hotmail.co.uk] PGM170523



Minutes of the Meeting

17th April 2023
at Harborough Field Surgery.

The Chair (EW) opened the Meeting at 4.45 p.m. She welcomed everyone, and introduced the new Office Bearers to members who could not attend the AGM.

There were 10 members present and 11 apologies were noted.

Minutes

The Minutes of the 16th March, previously circulated, were approved.

Matters Arising

A member asked about the Menopause Clinics at the Surgery.

The Practice Manager (SL) reported that there were clinics for this now established. There was one per month as part of the Wellwoman's Clinics. Information is on the Notice Board.

Chair's Report

The Chair reported that she had been at the working party with two others, (BT and HG), drawing up a revised Constitution, which had been accepted by members attending the AGM.

Chair's Report-cont.

The Chair wished to thank the previous Chair (JR) for his term in office and his work on behalf of the PPG. She also extended thanks to the two members for filling the Secretary's position on a temporary basis. She said that the Group is still looking for a permanent Secretary.

Vice-Chair/Treasurer's Report

In his absence the Chair reported that the Group's finances were the same as that of the 16th March. The Chair needed someone to be Auditor for the Annual Financial Report. AM volunteered to be Auditor.

Secretariat Report

IG & HG reported that there was nothing pending.

Practice Manager's Report

- A Notice Board was now available for the PPG in the waiting area.
- The photographs of the Surgery Doctors and Nursing Staff are planned. It is difficult, however, to have everyone available at a suitable time. Various members offered to help with this.
- The Technical Classes were well received and there are more planned for the future.



Practice Manager's Report.

- The new Website for the Surgery was now running. Members who had accessed it were in favour of the new format. It was easier to work and all subjects were covered. Test results were available on the personal pages.
- The new phone system was up and running. The voice now heard was that of the Deputy Practice Manager. The system can now stack 15 calls. The type of music heard was discussed by members. It will be the same, but relevant messages will punctuate it. Suggested that the PPG Meeting could be highlighted.
- A call-back system is currently being looked at.
- The Hub appointments on Saturdays are increasing in number as the service becomes known.
- One Doctor is leaving the Practice in the near future.
- The Pharmacy next to the Surgery is now shut on Saturday.

Any Other Business

- JR confirmed he would be holding a plant sale soon.
- GC and TMcD would attend the ENPA Meeting.
- The Chair reported that the PPPG, an organisation in the Community Health (Northamptonshire Community Health Foundation Trust), is currently looking for members. The meetings are virtual, (so no travelling). [Anyone interested please contact the Secretariat].

Time of meeting closing

The meeting was declared closed at 5.35 p.m.

Date and time of next meeting

Monday, 12 June 2023 at 4.45 p.m.

Signed(Chair)

Dated 12 June 2023

(Recording of the full meeting available, contact the Secretariat, if required).

PGM170523



Agenda for Meeting on Monday 12th June.

- 4.45 Chair's Greeting and introduction of Speaker
- 4.50 Speaker:- Linzi Pearsall, Care Coordinator.
"Curo ergo sum"
- 5.15 Apologies received.
- 5.17 Minutes: - amendments & additions.
- 5.20 Matters Arising.
- 5.22 Chair's Report.
- 5.27 Treasurer's Report.
- 5.30 Secretariat Report.
- 5.32 ENPA Report.
- 5.35 Practice Manager's Report.
- 5.50 AOB
- 6.00 Date of next meeting:-
14th August 2023:- 4.45 p.m.

PGM170523

Patient Participation

Harborough Field Surgery



Group