

**Burton Health Centre
Practice Management Group (PPG)**

Minutes of the PPG meeting held on 28th October 2023 at 6pm in the Conference Room, Burton Latimer Medical Centre.

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Present	Apologies
Brian Northall (Chair) (BN)	Bill Nelson (Secretary) (Bill N)
Pete Middleton (Acting Secretary) (PM)	Denise Mawby (DM)
Sue Grant (SG)	Rachel Zachariah (RZ)
Julia Goode (JG)	
Martin Turner (MT)	
Helen Beesley (Practice Manager) (HB)	
Dr. McGrath (Dr. MG)	
Joanne Burns (Practice Secretary) (JB)	

Item	Action
<p>1. Apologies Apologies were received from Bill Denise and Rachel.</p>	
<p>2. Minutes of the last meeting The minutes of the last meeting held on 7th August were read and accepted. A copy is on the website for approval of amended final copy from the Chair (See Item 3).</p>	JB
<p>3. Matters Arising Helen had the website amendments pretty much completed, and the Practice booklet had the process of being rewritten and will be completed by the date of the next meeting. The Chair asked for the deletion of the referring to level of agreement in item 11 (AO) and the deletion was completed and agreed.</p>	Brian N
<p>4. Practice Update HB thanked everyone who volunteered their help at the recent flu clinic. The clinic went incredibly well, and a lot of patients were processed. The short survey that was carried out on the day was extremely useful, and will be repeated at the next flu clinic. The first COVID-19 vaccination clinic has been completed and invitations have started to go out to patients, but demand needs to be managed because of the increased demand on our practice that will inevitably occur as winter approaches. Patients are urged to book their vaccination through the National Booking Service; and the practice will ensure that they are informed of this option. It was confirmed that our practice will use the Pfizer vaccine. HB informed the present that the Reception Team have been collating some data around net demand for clinician appointments, which will drive future decisions around the provision of additional resources.</p>	(Ctd...)

Item		Action
4. (Ctd)	Dr. MG. informed how prepared has more Registrar will be joining the practice.	
5	<p>Parent Appointments & Reception Staff Recognition</p> <p>HB reported that the GP support during the 08:00-09:00 reception period had proved very successful and will be continued.</p> <p>Chair (BN) informed those present that the practices in East Northants have an Association where practices have linked together to help each other during periods of high demand.</p> <p>Dr. MG asked if a summary of what has been achieved could be obtained.</p> <p>Chair (BN) nominated James of the reception team for exceptional service and Denise nominated the good work of Sophie. Chair (BN) will write them a thank you letter on behalf of the PPG.</p> <p>PM will design an A5 size certificate for 'excellent work' achievements to be a PPG gratitude award.</p>	<p>Brian N</p> <p>Brian N</p> <p>PM</p>
6.	<p>Secretarial Work</p> <p>PM asked if the Practice might provide a staff member to fulfil the role of PPG Secretary as well as voluntarily handle correspondence from patients which may constitute a supportive formation.</p> <p>HB agreed that the Secretarial staff do not have the time to devote to writing memos in practice time.</p> <p>It was agreed that the PPG will advertise for a volunteer to fulfil the role of Secretary.</p> <p>Chair (BN) suggested that the PPG should recruit more volunteer committee members who might be able to handle a number of .</p>	<p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>Brian N, HB</p>
7.	<p>Vaccine Clinic 14th October</p> <p>More help is required for the vaccine clinic on 14th November. Volunteers were asked to submit their names to HB who will forward them to Jenny for consideration.</p>	<p>All</p>
8.	<p>Any Other Business</p> <p>HB proposed that the PPG should consider other practice budgets for fundraising towards facilities to improve the practice.</p> <p>After a lively discussion, it was agreed that the Practice was a good idea, but in order to do this the PPG will need a Treasurer.</p> <p>Dr. MG suggested that the PPG might advertise for both a Treasurer and a Secretary at the clinic on 14th (vaccination clinic), and for a voluntary addition.</p> <p>PM will create a short loop video to play on the TV in the waiting room to advertise the Secretarial vacancy and HB will post some on Facebook.</p> <p>There being no other business, the meeting ended at 19:00.</p> <p>The next meeting will be held on 4th December 2023 at 18:00 in the Medical Centre.</p>	<p>PM, HB</p>

Date: 4th December 2023



Chair: