***Minutes Kirkland PPG 9th April 2025***

**Present**

Lucinda Potter - Operations Manager

Samantha Savin – Digital and Transformation Lead

Paul Oakley-Cleife Chair

AW MP DC DA SC

Apologies

KM

**Minutes of last meeting read and correct**

1. GP contracts / NI Contributions

Contracts have been set for year 25/26, and Kirklands will receive a 7.2% increase, previously announced by department of health and social care, but the exact figure will not be known until end April, as in previous years, monies will be taken from one area and given to another this would be taken out of the budget. Currently we have five salaried GPs and three partners and there are no plans to change this level

As for national insurance contributions GP surgeries are classed as small businesses so are liable to the increase we are not classed as part of the NHS which is exempt, which is disappointing, in future increasing staff levels will have to be looked at but will not mean a decrease in staff, the NI contributions will have to come from existing budget

1. Routine appointments

Patients have incurred problems making routine appointments via the online app, together with telephone, the online appointments are not coming though at 2pm, but only work occasionally this problem occurs due to the number of GPs in surgery daily which fluctuates, and staff absence. The routine appointment system is not perfect but works better with the two-week period. The situation is constantly monitored, we as a group together with patient feedback, will review this ongoing situation. We as a surgery are fortunate to have this service as some other surgeries do not have routine appointments but have triage appointments. A message was sent to some patients in February stating appointments could be made from 0830 for a four week period , it has been suggested this was an old message on what was the old system and would be looked into.

1. Joint meeting

The joint meeting held on 22nd Jan were read as correct, Katie Stevens PCN Social Prescriber, spoke on her work within both Drayton and Kirkland surgeries they are funded by sperate budget and they are to take pressure off of GPs and cover housing bereavement, and financial issues. It was decided to investigate ways of improving patients’ participation into the social prescriber’s service. It was also decided as a positive exercise the meetings would continue providing an appropriate speaker. The next joint meeting be held on Wednesday 23th July at Gatcombe House.

1. Social Prescribers / Information Day

An information day has been held at North End Baptist Church promoting PCN social prescribers with their services to Kirkland’s which proved positive. It was discussed other options of holding such an event within central Baffin’s a potential offer has been made by AW for use of the hall within St Josephs Church Tangiers Road, for an information event. It was also suggested that an information event could be held at City Life Church. Lucinda will discuss both ideas with Katie.

1. Facebook Social Media

Sam Savin was introduced as a new member of staff and part of her job role, has been to incorporate a Facebook page, maintain social media and maintain Kirkland Website. The Facebook page is up and running and covers all relevant surgery information together with NHS initiatives and bank holiday closures. It is encouraged for Facebook users to take a look.

1. PPG membership

Sam together with Lucinda and Paul will be looking at ways of improving membership, identified and contacting cohorts 35-50, and are to be contacted promoting PPG, clearly if information days are to go ahead, we as PPG members will attend.

1. Annual report

An annual report produced in July covering Chairpersons first year, the areas to be highlighted, the survey which was sent out in October together with the retirement of Sue Miller Practice Manager, and arrival of Lucinda Operations Manager, a review of the last twelve months will be spoken about

1. AOB

AW mentioned that earlier meetings a GP was invited, and asked if this could be reintroduced regularly to enable GPs to understand the workings of PPG and to input where appropriate, Lucinda is going to invite a GP to a meeting together with HCP within the surgery

Meeting closed 18.25 next meeting Wednesday 9th July 5pm

**Glossary of terms**

**PCN. Primary Care Network**

**PALS Patient advisory and liaison service**

**ARRS Additional roles reimbursement scheme**

**ACP Advanced clinical practitioner**

**GDPR General Data Protection regulations**

**BMA British Medical Association**

**TOR. Terms of Reference**

**CQC Care Quality Commission**

**QOF Quality Outcomes Framework**