

Broom Leys Surgery

Patients & Friends of Broom Leys Surgery Meeting

Minutes



Date: 17th September 2026

Time: 4:00 pm

PPG Attendees: TS, AB, AD

Item	Item	Action/ Owner
1.	Welcome, Apologies & Introductions	Info Only
2.	Practice Update • Clinical Rooms: Couches replaced, enabling the practice to offer expanded clinical services. • Funding: ICB supported an NHSE funding application (currently delayed due to landlord transition). Funding will target flooring and sink upgrades. • Expansion Plans: Room upgrades form part of a larger plan for a 2nd-floor extension to house admin and reception teams. Planning is also underway for an accessible reception side-room featuring a wider door frame.	Business Manager
3.	New Staff Update • Operations Manager: Welcomed Beth, full-time Ops Manager. Focus areas: compliance, operational streamlining, software utilization, and continuity of care. • New GP: Welcomed Dr. Maliha Asghar (working Mon/Tue/Thu). Trained in Leicester with strong expertise in local population health.	Info Only
4.	Flu Clinics • Flu Bookings: September dates are booking quickly. Tailored clinics scheduled for Under-65s, Over-65s, Housebound, and Care Home cohorts. • Regulations: Updated legislation requires registered nurses for vaccine consent and administration. Exploring Vaccine Group Direction (VGD) Patient Group Direction (PGD) / clinical protocol to permit broader delivery under clinical supervision. • COVID-19 Co-administration: Vaccine delivery schedules cannot guarantee synchronized arrival of COVID-19 stock with flu clinics. Some patients may require a 2nd appointment, though joint appointments will be prioritized for vulnerable cohorts where possible.	Management/ Admin / Reception/ Clinical

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5.	Fund Raising Coffee Morning • Event: Scheduled for 25th September 2026 (10:00 AM – 12:00 PM) to raise funds for an ECG machine. • Progress: Currently raised £831 toward the £3,000 target.	PPG
6.	AOB • Telephony Query: PPG raised a concern regarding queue position (#17) when connecting right at 8:00 AM. Explained that pre-8:00 AM callers connect simultaneously at opening. Reminded members of the automated call-back function. • DNA Data: August DNA (Did Not Attend) figures were paused due to staff leave; updates using August data will resume shortly. • PPG Recruitment: Information packs (including Terms of Reference and expectations) are being prepared for interested patients. Invites TBC. • Walking Group: Route mapping and admin underway. Update to follow.	
	Date of Next Meeting: Thursday 19 th November at 4 PM.	