

Committee Meeting of the Friends of Parkwood Surgery,

Monday 13 April 2026 1800hrs to 1900hrs

Attendees:-

Yvonne Metcalf (YM), Chair	Present	Ian Morris (IM)	Apologies
Lloanne Lees (LL), Secretary, Deputy Chair	Present	Hilary Lawrence (HL)	Present
Sue Durham (SD), Treasurer	Present	John Howard (JoH)	Present
Jo Bullen (JB), Communications	Present	Clare Park (CP)	Present
Richard Cartwright (RC), FPS Website	Present	Mick Chadwell (MD)	Present
Dr Sunassee (FS), Partner	Present		
Dr Kamal (AK), Partner	Not Present		

Minutes

- Minutes of last meeting:** agreed, approved by YM 10/03/2026 and published on FPS website
- Chair Comments**

“Clare P and I spent the afternoon in the surgery on 07 April. There was increased footfall in the surgery that day – the day after the Easter break - and we sat in the foyer, which, apart from being very hot, had some success in catching people’s attention. We took the decision not to approach people directly but greet them either going in or out and say why we were there. We decided we need a board to say basically “come and talk to us” – one person thought we were collecting for something! However, although we spoke directly to only a few patients, it felt positive - even being divested of three little toys by one family raises our profile.

The discussions were at times about what appear to be increasingly historical issues – phone/ appointments with comments about having ongoing relationships with their GP. People who have only sporadic interaction with the surgery are perhaps finding it more problematic to keep up with new systems. One patient asked if a particular GP was still there - he left some years ago now! Again, it struck me about enabling patients to understand how new systems work and to ensure there are updates to changes - finding how to access how to contact the surgery online seems an issue. Overall though, there was positivity about the surgery with improvements noted.

Talking with reception staff, they were also positive about recent staff changes. I have not as yet had any contact with the new Interim Practice Manager.

Our first Health Talk is tomorrow - reports from last week indicate little interest so watch this space.

Just to note too that Hertfordshire and West Essex ICB has been dissolved and replaced by NHS Central East ICB covering Beds, Luton, Milton Keynes, Herts, Cambridgeshire and Peterborough



ACTION: LL to arrange notice board for Surgery Chats

ACTION: FPS to review Appts page to simplify words and make it easier to understand how to book and what to expect, and share proposed words with FS

3. News from the Surgery

Jan – the surgery has received a communication from the ICB to arrange a contract review, essentially a 4 hour audit. Most of the items were covered in their visit back in May 2025, which resulted in action plans being implemented with fortnightly reporting to the ICB: the surgery is therefore seeking clarification on purpose of this audit, and have engaged LMC: they have contacted the ICB and they're liaising on scope of audit. The expectation is that this meeting will take place in next 4-6 weeks.

It should be noted that the ICB also going through cutbacks, following Government announcements last year: this might leave the audit in limbo. LMC has confirmed they will support Parkwood surgery in person for the meeting.

TS met with Fiona Guest today, she's part of the Chaulden, Warners End and Gadebridge Neighbourhood Action group. She's very happy with the improvements made and she's writing up a summary report.

LMC not happy with David Taylor (MP) following his recent post: they suggest contacting his office to arrange a site visit to show the improvements made and to request a retraction.

Feb – ICB meeting to take place on Wednesday to discuss how things are going.

Staff morale is improving.

Mar – temporary practice manager in place as TS remains unwell, unsure when he will be back at work.

More clinicians joining the team – Advanced Nurse Practitioner, GP joining soon

Apr – more GPs have joined and appointment availability is good, staff morale is good.

Recent CQC inspection: the inspection went well, and the surgery is waiting for the formal result.

Jul – have not received formal report but we're working through the concerns raised.

Aug – no update

Sep – Surgery has not received the full CQC report yet, last week's planned meeting has been rescheduled. TS is confident that the surgery's plan and the actions being taken are making good progress and has no concerns. Priorities include availability of appointments and securing more permanent staff.

Oct – final report not yet received, but CQC is happy with progress being made.

Nov – No final report yet.

Dec – final report still not issued.

The inspector has requested some additional information, which the surgery has supplied.

Jan – still providing info every 2 weeks. AK confirmed they are chasing the report but CQC won't provide a date. This is having an impact on the ability to recruit more clinicians.

Feb – still waiting for final report but no significant concerns.

Mar – CQC report issued today

Apr – final report to be released soon

4. Parkwood Outstanding Items:-



a. Appointments & Telephone System

[historical info in previous minutes]

A number of committee members shared first-hand experience of the issues in contacting the surgery by phone, and of obtaining appointments in the last few weeks.

Patients are still spending a long time just queueing in the phone system – committee member was 29th in queue and waited 45 minutes before speaking to someone.

We know that staff can now see on screen the number of callers in the queue and how long they've been waiting, so this suggests that perhaps what they're seeing on screen does not reflect the patient experience.

IM reminded the meeting that patients have been reporting similar experiences on social media for some time, comments mainly around the problems of appointments availability /telephone system etc. and these are now spreading to other social media channels. This would suggest that there is still a mismatch between what staff see, and what the patient experiences when trying to contact the surgery, and FS agreed that this needs further investigation so we can understand what's going wrong and put it right.

The committee has offered to help review the call handling statistics and compare with patient experience, so we can assess whether the phone system has a fault or if it's how calls are handled once you get through that's causing the delays.

LL to share a list of questions / statistics needed for the review.

Dec - LL shared questions and statistics that are needed on the phone system to help assess what can be done to make improvements: closed

Jan – stats were supplied for two weeks in December. LL has reviewed and shared initial observations. More detail is needed to make meaningful deductions that can help us improve the call handling, this has been requested and Fiona is working to collate this information.

Feb – with FO to collate more comprehensive stats and share with LL.

Mar – further stats shared with LL for review

[Apr – LL to share stats findings via email.](#)

Patients are also given conflicting advice – on the phone system it says to use the online form for urgent/same day requirements, but the online form says not to use it for anything urgent, and that patients will receive a response within 2 days.

Jan – at the last meeting, we were told that we should phone for urgent appointments and use the online consultation form for routine appointments. A few committee members raised concerns that the guidance on the surgery website has not changed, and that the experience of patients over recent weeks has been contradictory.

The reality is that patients can use either method for either purpose, but it's more helpful to the surgery if patients use the online form, because it speeds up the triage process. The doctor assessing the form will determine whether your ailment is urgent and needs a same day appointment, or not urgent and needs a routine appointment. Using the online form also frees up the phone lines for those who can't get online.

JB to incorporate this into future FPS communications.

RC suggested that the surgery adopts the approach by Fernville – everyone fills in the form, and if they can't then they can phone and the receptionist will help them fill in the form.



Feb – patients are still confused about which method to use to book different types of appointment. It's clear that the surgery needs to start regular newsletters with patients so they can easily share this sort of detail with everyone.

Mar – we discussed again the ongoing confusion about which method to use when requesting urgent or non-urgent appointments. Online form and phone can be used for either appointment type, the preference is to use the online form so that phone lines are clear for those who can only use the phone. However, this increases the volume of requests that are received and that need to be triaged, which can only be done by a GP.

Current system does not have the ability to flag requests by priority: others systems do but there's no appetite for an IT project at this time.

We could review the page on surgery website re making an appointment with aim of simplifying the guidance.

[Apr – FPS to review wording on Appointments page and suggest changes so that it's easier for patients to understand.](#)

[Surgery newsletters via email would also help raise awareness of process changes for those who don't attend the surgery often.](#)

The surgery holds an email address for 66% of patients so it's becoming viable to issue newsletters via email, which would help to raise awareness of new processes, etc.

Plan required to prepare for and manage email newsletters.

[Apr – LL to create template for FPS newsletter that can be issued by the surgery on our behalf.](#)

Surgery will need to consider:-

- a) The sending email address, as this will be visible to recipients.
LL recommends that they set up a "no reply" shared mailbox so they can send emails without patients being able to email the surgery.
- b) Who has access to the shared mailbox to be able to issue the newsletters: needs to be more than one person so there's no single point of failure
- c) Whether there are spam filter constraints that might affect the sending of emails to all patients. This might require that the list of recipients is configured as one or more distribution lists (possibly nested) to avoid triggering the spam filter and preventing emails from reaching patients.

Since text messages are currently only being used for medical reasons, and even the FPS newsletter isn't being promoted by text, we'd need to address the issue of the volume of costs of text messages or seek to publish email newsletters.

FS to seek stats on the percentage of patients they hold an email address for.

Dec – no update

Jan – Rebecca to provide details.

Feb – FS to seek details from Rebecca, so FPS can develop a plan to encourage patients to register an email address with the surgery and make email newsletters an effective and practical solution.



Mar – mobile number held for 97% of 16,300 patients

FS to confirm text message costs and whether the surgery will cover the costs of FPS texts to patients

Apr – FS confirmed this was reviewed but confirmed it's too expensive for the surgery to issue texts for FPS.

LL asked for costs to be shared so the committee can understand whether funding the texts may be an option, or if we move to emails.

LL reminded TS about the number of posters on the reception screens which blocks the view of the door, and is a security risk.

- TS agreed that posters need to be removed, he is also seeking to put a structured plan in place to make better use of the noticeboards in Reception.

Jan – posters situation addressed CLOSED

Better use of the noticeboards in Reception – ongoing

Feb – carried forwards

Mar – carried forwards

Apr – this action now sits with the interim practice manager

b. Patient Queries raised via FPS

Issues raised by patients via FPS:-

Apr -

- How can patients submit a positive review for the surgery, not necessarily in response to an appointment?

FS advised that patients can submit a Google review, and will ask for the surgery website to be updated to explain this

Appointment feedback form not working – LL to resend email to FS explaining how this can be fixed.

Oct –

- Cryotherapy/cryopen - patient raised that he had treatment using this before which FPS purchased, but nobody at the surgery seems able to find a cryopen now and so it isn't offered in the surgery.

The committee observed that we also funded an ECG machine but the surgery doesn't seem to conduct ECG tests "in-house" these days, nor do they offer ear-syringing despite there being a demand for it.

Sep – carried forwards

Oct – TS advised that Dr Kamal has been certificated for cryotherapy, so this service can be offered to patients again.

With regards to the ECG machines, they still have them but they need to train new staff on how to use them, before this service can be offered at the surgery again.

Nov – carried forwards

Dec – carried forwards



Jan – ECG and Doppler machines are in use; Cryotherapy services to resume next week; Ear irrigation services to be reviewed.

Feb – Cryotherapy services still dependent on nitrogen supplies being secured, ear irrigation still to be reviewed.

Mar – NHS no longer carries out cryotherapy services, but TS is planning to resume minor surgery on site.

Ear irrigation still be assessed.

Apr – Ear irrigation will not be resumed.

Still trying to address supply issues so that cryotherapy can be resumed as part of minor surgeries clinic.

- Suggestion we publicise the numbers/effects of people not attending their appointments more.
FPS can do this – it would be helpful to have regular updates of how many people miss their appointments and the equivalent loss of clinical time (e.g. Presumably if 10 people missed their appointments, that's 100 minutes of clinical time).
This is something that we've suggested the surgery include in their monthly newsletter when it's re-started.
Sep – carried forwards
Oct – carried forwards
Nov – carried forwards
Dec – carried forwards
Jan – Rebecca to share the stats
Feb – missed appointment information is now published on the Parkwood Surgery website home page.
If possible to analyse the data, we might identify ways to reduce DNAs.
Mar – DNA rate in January was 5.3%
At this stage it's not clear why patients didn't show, it's therefore difficult to establish if any changes can be made to reduce this rate which seems quite high.
Also it's interesting to note that in January, only 72% of available appointments were booked (no breakdown between GP, nurse etc.)
Apr – Close

c. FPS Engagement

Sep – TS mentioned that at his previous surgery, some members of the PPG were set up as voluntary social prescribers and provided with a 3 hour window in-surgery each week, supported by trained social prescribers and surgery staff.

Could this be viable for FPS?

Oct - Voluntary Social Prescribing – Signposting by FPS?

- TS can set up a meeting with Parkbury House Surgery Chair – Paul McNally to come and discuss what is involved.

Does FPS want to do this?

YM is concerned about FPS dealing with patients on a one to one basis, especially if they share sensitive/medical information, and this was echoed by other committee members.

TS advised that we would only provide generic information, and we would be supported by a qualified social prescriber: any notes we take would be passed on to them, so they're able to



provide additional, more tailored support if needed. TS commented on dealing with patients with more complex needs.

LL added that currently, FPS doesn't have the bandwidth to take this on as many of us work full time.

ACTION: FPS to update its "FPS Recommends" booklet / web site content as a way of signposting generic help, instead of taking on the social prescriber role at this point.

Nov – If we can obtain a copy of the Purple Pages, as noted in the previous item, then FPS can include some of the details.

Committee also to identify other local events and clubs that we could promote.

Dec – Purple pages / social prescribing info still being sought

Jan – RC has a copy of the Purple Pages booklet, and will request an electronic copy which we could then publish on the FPS website.

Feb – Soft copy of the Purple Pages booklet has been requested

Mar – Still waiting for an electronic copy of the Purple Pages booklet

Social Prescriber has also shared information, which RC and JB will include on the FPS website and in our newsletters.

Apr – published, closed

ACTION: TS to review whether staff can help identify additional committee members.

Nov – carried forwards

Dec – TS believes that 10 is a reasonable size for the committee.

YM would like the committee to be more representative of the patient base.

Jan – ongoing

Feb – carried forwards

Mar – carried forwards

Apr – carried forwards

ACTION: LL to generate poster / screen content to encourage patients to get in touch with FPS and seek new committee members:-

Note:-

- This may mean we get lots of people wanting to speak to us, so we need to be prepared to arrange an event for this purpose, so patients can voice their concerns
- This may also mean we get several people wanting to join the committee, we should be clear on how many additional members we require.

Nov – suggestion to consider a regular FPS coffee morning, cake sale type event that we can promote, as a way of raising some funds but also offering a way for us to meet patients in between flu clinics.

Dec – video on hold whilst we decide how best to engage with patients in person.

Jan – LL to generate video and share for review.

Feb – Carried forwards, LL to create collateral now we've agreed surgery chats and health talk schedules.

Mar – review the current videos to ensure they remain valid

Produce video to publicise our Surgery Chats

Apr – video created and published. Closed.

TS still keen to arrange a joint, open forum event, early July, details to be worked out.



Jan – plan would be to encourage patients to attend by inviting representatives from NHS England, the ICB and local council. Planning required, and FPS to decide what and how they can best engage with patients at the event.

Feb – carried forwards

Mar – carried forwards

Apr – close

FPS would like to resume its schedule of health talks at the surgery. To do this, we will need support from the surgery, this could be as presenters, but even if we secure external speakers we will still need surgery staff to be on hand to manage the building access, and also to address any surgery or clinical queries that are outside the remit of FPS.

When will it be feasible for us to resume health talks?

May – carried forwards

Jun – carried forwards

Jul – carried forwards, with aim of starting up after the joint event

Aug – YM is meeting with Chairs of other local PPGs with the suggestion that we organise joint events including health talks next year

Sep – to be discussed for 2026

Oct – review for 2026

Jan – confirmed that clinicians at the surgery would be willing to help deliver health talks, once they have a full staff.

JB to ask patients via Facebook what subjects they'd like us to cover; FPS can then identify external speakers and start arranging events. Note that we will need someone from the surgery on hand to support each event.

IM proposed a health talks for Carers, aligned to National Carers Week 8-14 June 2026.

IM to reach out to his contacts to identify possible speakers.

TS to confirm the surgery's Carer's Champion.

Feb – request via facebook for health talk subjects has resulted in no significant responses.

The meeting agreed the following subjects should be covered:-

- Memory Loss,
- Diabetes prevention,
- Healthy diet/general wellbeing,
- Carers & Carers support
- Neurodiversity and ADHD,
- Women's Health.

FS to seek speakers from surgery clinicians or external speakers.

LL to create draft schedule for talks, comms, booking process.

Mar – Draft schedule started as Wednesdays but Tuesdays seem to be a better fit.

First health talk will be 14 April, delivered by FS on women's health / the menopause

LL to create posters

JB to manage bookings

Confirm who will attend on the night

Apr – talk is tomorrow night, several committee members will attend



FS to confirm subject and speaker for May so that LL can create posters and videos to publicise the event.

5. Summary FPS Actions

a. FPS Fundraising Opportunities

Nov – review for 2026

Dec – review in line with social & health talk events for 2026

Jan – if we can restart our health talks this offers the opportunity for a small collection at each event.

Assessment of local grants on offer has shown that either we wouldn't meet the criteria, or that the T&Cs associated with the grant would make it difficult for us to demonstrate compliance with the scope on which it was provided, limiting our options.

TS suggested that we might consider sponsorship, e.g. from local chemist.

YM & LL confirmed this had been considered previously: sponsorship may work but it would need to be from a non-medical organisation so we avoid the appearance of favouritism or being directed by a company that wants us to promote its services.

Feb – carried forwards

Mar – continuing to review local grants etc. but we couldn't qualify for most of them, so need to agree on fund raising options

[Apr – still impossible to qualify for any available grants.](#)

[Agreed that we'll need to focus on raising donations at flu clinics this year: we'll need to make patients aware in advance so they come prepared, and be able to explain what we'll use the donations for.](#)

b. Treasurer's Report – April 2026

- [Current balance is £1864.41](#)

c. Comms

Jan – December newsletter published

Feb – No January newsletter.

JB developing February newsletter and has requested articles for inclusion: a couple of suggestions made to be shared directly with JB.

Mar – Info from Social Prescriber shared, can this be promoted via FPS website and newsletter.

HWEDSG programme of 8 webinars plus a webinar on Preventing Diabetes shared by IM, please can this also be promoted via FPS website and comms, and by the surgery to relevant patients.

CP to write intro for next FPS newsletter

[Apr – April newsletter being planned](#)

We also discussed the possibility of promoting the FPS newsletter through other channels: it resides on our FPS website so only requires signposting – on the screens in reception, on the repeat prescription stubs, physical copies in the surgery etc.



LL also asked whether FPS contributing to the costs of the text message would help: TS to review.

Nov – awaiting feedback on issue of texts

Dec – TS needs to review how many patients they hold a mobile phone number for, so the costs can be estimated. He can then assess whether the FPS texts can be resumed.

Jan – TS to review costs associated with sending FPS texts.

Feb – FS to seek costs and re-evaluate the sending of FPS texts.

Mar – volume of texts shared, costs to be confirmed

Apr – see above item re cost of texts

d. FPS Website

Jan – new website design is now live

Feb – no update this month

Mar – no updates this month

Apr – RC advised that there's an option to publish an events calendar on our website, which might make it easier for patients to find our events.

RC to set up on the test website and present at the next meeting for us to decide if we wish to use this on our live website.

6. FPS Achievements

Jul – newsletter published; engagement with Management Consultant; 2025 FPS Booklet produced and published; clinical roles video finalised and published; business card idea confirmed

Aug – FPS handouts for flu clinics arranged. Newsletter published.

Sep – FPS handouts for flu clinics purchased and prepared.

Oct – two Flu clinics supported so far, one more to go.

Nov – flu clinics completed, newsletters published

Dec – Warm in Winter bags secured and delivered to the surgery for distribution; newsletter published,

Jan – December newsletter published, FPS videos supplied for digital screens in Reception, initial analysis of phone system/call volumes undertaken.

Feb – Surgery Chats scheduled

Mar – first Surgery chat on site; newsletter published

Apr – second surgery chat, newsletter published, video created and published

7. AOB

- CP shared that there's a Rare Dementia talk that might be of interest: IM knows the speaker and rates them highly. CP and IM to discuss either sharing details of existing talks with Parkwood patients, sharing links to recordings of past talks, or arranging a talk specifically for Parkwood patients.

Mar – CP attending one this week in Watford

Apr – CP attending one this week in Watford



- Issue raised and experienced by more than one patient re locum that showed complete lack of interest in patient, raised with FS and she has provided feedback to the individual
Apr – feedback provided, monitor
 - Several also commented that the link to provide feedback after an appointment no longer works. FS to investigate
Apr – LL received request and identified that this is an MS Forms, these are only valid whilst the creator of the form has an active account, i.e. when they leave the form is deleted so the link won't work.
FS to ensure that the form is recreated and the link updated.
 - MC has found company that can provide key for the BP machine in reception and will share details with FS so the machine can be recommissioned.
Apr – key has been purchased. BP machine should now be operational.
- 8. Date of next committee meeting: Monday 11 May 2026, 1800hrs, Parkwood Surgery**
- Next Surgery Chat: Tuesday 05 May, attendees will be Sue, Mick and Yvonne**
- NB. LL not available for June Committee meeting, do we want to change date?**
- 9. Meeting closed at - 1905hrs**