

## PPG Meeting Actions/Minutes

<b>Date:</b>	<b>22.07.24</b>	<b>Time:</b>	<b>13:00</b>
<b>Meeting Type:</b>	<b>Virtual</b>		
<b>Attendees: Practice Staff</b>	<b>RebeccaB – Practice Manager (RB)</b>		
<b>Attendees: PPG Members</b>	<b>JackieW– Secretary / Acting Chair (JW)</b> <b>LukeD – Patient (LD)</b> <b>DaisyO– Patient (DO)</b>		
<b>Guest Speakers</b>	<b>N/A</b>		
<b>Apologies:</b>	<b>HayleyC</b> <b>AnneC</b> <b>DavidB</b> <b>SallyB</b>		
<b>Place:</b>	<b>Online Meeting</b>		
<b>Agenda:</b>	<b>Welcome &amp; Introductions</b> <b>Minutes &amp; Actions arising from last meeting</b> <b>Updates from GP Practice</b> <b>Patients feedback, suggestions and comments</b> <b>AOB</b> <b>Date for next meeting</b>		
<b>Recorded by:</b>	<b>JackieW</b>		

	Description	Responsible	Deadline
1	<p><b><u>Introductions, apologies &amp; closing of previous meeting minutes</u></b></p> <p>Introductions &amp; Apologies</p> <ul style="list-style-type: none"> <li>- Outstanding actions from last minutes:</li> <li>• Local Scout Hut – Unfortunately the local scout hut cannot accommodate due to insurance restrictions.</li> <li>• Summer Newsletter – this is now with the surgery.</li> <li>• Diabetic Eyescreening awareness day – still to organise, but due to the commitments of the PPG members, finding members to be at the surgery is proving difficult.</li> </ul> <p>All other items on previous minutes were closed or are actions for further discussion.</p>		
2	<p><b><u>Meeting locations</u></b></p> <p>It was agreed that we would look at local libraries (Twydall &amp; Gillingham) to see if we can hold our meetings there.</p> <p>Michelle one of the PPG members is also looking into a venue in Twydall.</p>	<p>JW</p> <p>MH</p>	

	<p>It was also agreed that we would combine both physical and virtual meetings to enable more members to join.</p> <p>Should finding a venue prove difficult, then providing only 2-3 members attend physically a room can be booked out at the surgery, to combine a physical and online meeting.</p>		
3	<p><b><u>Nomination &amp; Election of a new Chairperson</u></b></p> <p>The patient chair:</p> <ul style="list-style-type: none"> <li>Manages meetings and is the main link between the PPG and the practice staff.</li> </ul> <p>The patient chair should:</p> <ul style="list-style-type: none"> <li>Ensure all PPG members have equal opportunity to contribute to the meeting.</li> <li>Ensure all agenda items are discussed in a timely manner.</li> <li>Ensure all actions are recorded and steps taken to implement them.</li> </ul> <p>Should anyone within the PPG like to be nominated for the Chair position please let us know by emailing <a href="mailto:jackiewoodgate@yahoo.co.uk">jackiewoodgate@yahoo.co.uk</a></p> <p>Meanwhile it was agreed that Jackie W would continue as temporary chair until a replacement can be nominated.</p>	All PPG	
4	<p><b><u>Newsletter</u></b></p> <p>Content for Autumn newsletter is needed from the surgery.</p> <p>What would the PPG members like to see In the newsletter?</p>	<p>RB</p> <p>All PPG</p>	
5	<p><b><u>NHS Digital</u></b></p> <p>The surgery has organised two workshops to take place at the surgery.  First workshop - 12 September 2024 – 14:00 to 16:00  Second Workshop – 13 November 2024 – 14:00 to 16:00</p> <p>Rebecca gave a brief overview and how if possible the PPG can assist.</p> <p>It was agreed that Luke would attend the workshops and assist and help promote the NHS Digital service. Luke will liaise directly with Rebecca.</p>	LD & RB	

6	<p><b><u>PPG Members &amp; Meetings</u></b></p> <p>We have 31 members of the PPG, and although attendance is still low we understand that we would never be able to offer a 'one size fits all' meeting. The following was agreed:</p> <ul style="list-style-type: none"> <li>Email all PPG members to ask if they still wish to be part of the PPG.</li> <li>Ask the PPG when they consider the best time to hold meetings (combined virtual/face to face) and we would hold the meetings at a time that is suitable for the majority.</li> </ul>	<p>JW</p> <p>All PPG</p>	
7	<p><b><u>How the PPG can help at the surgery</u></b></p> <p>As PPG members you can choose a level and degree of involvement that suits you best, whether as a fully active member of the group or just helping out once in a while.</p> <p>It is all voluntary and each and every contribution is appreciated and valued.</p> <p>The Surgery will be holding 'Weekend Flu Clinics' (dates to be confirmed) these will be held on a Saturday 09:00-13:00 we are asking if anyone can volunteer to help the practice, it doesn't have to be all morning, even an hour of your time would be helpful, to maybe just chat to the patients or assist to ensure the smooth running of the clinics?</p>	<p>All PPG</p>	
6	<p><b><u>Things to do</u></b></p> <ul style="list-style-type: none"> <li>Contact local libraries to see if we can hold our meetings at their premises.</li> <li>Autumn Newsletter &amp; content</li> <li>Volunteers for the 'Weekend Flu Clinics'</li> <li>Establish best time to hold meetings.</li> </ul>	<p>JW</p> <p>JW &amp; RB</p> <p>All PPG</p> <p>All PPG</p>	
7	<p><b><u>AOB</u></b></p> <p>What do you like about our surgery? What improvements if any would you like to see at the surgery?</p> <p>It was agreed that perhaps a short questionnaire for patients to complete to obtain feedback.</p> <p>What questions should we ask?</p>	<p>All PPG</p> <p>JW</p> <p>All PPG</p>	
8	<p><b><u>Meeting Ends</u></b></p> <p>Next meeting to be confirmed for end of September [date to follow]</p>		