

SIXWAYS CLINIC PATIENT PARTICIPATION GROUP (PPG) COMMITTEE

MINUTES OF THE MEETING HELD AT SIXWAYS CLINIC

Monday, 20 October 2025

ATTENDEES/PPG COMMITTEE:

Sue Prew (Chair) SP
Diane Evans (Social Secretary) DE
Anna Frost (Secretary) AF
Rob Reid RR

Sixways Clinic:

Cerys Doe (Operations Manager) CD
Dr Iain Tebbutt

Guest:

Andrea Reid (Maggie's Charity)

1a. WELCOME AND APOLOGIES FOR ABSENCE

The Chair (SP) welcomed everyone to the meeting. A special welcome was extended to Andrea Reid - volunteer with Maggie's Charity and to Dr Iain Tebbutt. There were no apologies for absence.

1b. ANDREA REID - VOLUNTEER WITH MAGGIE'S

Andrea Reid outlined the work of Maggie's - a UK charity that provides free support and information to anyone affected by cancer and their families. Consideration to be given to Mrs. Reid giving a similar talk at a Sixways Clinic Coffee Hour. Thanks were extended to Andrea Reid for a very informative talk.

2. MINUTES OF THE LAST MEETING HELD ON WEDNESDAY, 6 August 2025

The Minutes of the last meeting held on 6 August 2025 were signed as a true record.

3. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING

a. Sixways Clinic Website and Facebook Page

Sixways Clinic Website/Facebook Page - under review with **Dr Tebbutt**.

b. Photographs

Photographs of the GP Partners/GPs in the waiting room - in hand/**Cerys Doe (CD)**.

c. Charlton Kings Allotment Project

Izzy Kaminski (Lead Volunteer Coordinator) - attendance at a future PPG Committee meeting - postponed.

4. PPG ANNUAL GENERAL MEETING – 6 August 2025

The 2025 PPG Annual General Meeting took place on 6 August 2025. The Minutes had been circulated; to be approved at the 2026 AGM (1 July 2026).

5. MATTERS ARISING FROM THE PPPG 2024/2025 AGMs

a. Letter from Outgoing/Incoming Chairs to GPs/GP Partners.

SP had met with Dr Tebbutt and discussed how the PPG Committee can assist the Practice. Dr Tebbutt attended the October 2025 PPG Committee meeting as the PPG Committee had requested that a GP/Partner attend (at least part of) a meeting.

b. Leaflet (Patients' Association) - see Item 6c below

c. Revised Terms of Reference

The revised Terms of Reference were signed by the PPG Committee members; **CD** to counter-sign and keep on file.

6. VOLUNTEERS

a. General Comments

SP confirmed that Katie Holmes (Sue Ryder, Volunteer Co-Ordinator) is unable to attend a future PPG Committee meeting.

b. Recruitment of New Members

To date, new members to the PPG Committee have yet to be recruited. Diane Evans (DE) passed the contact details of possible members to SP to follow-up. It was agreed that the PPG Committee should aim to have nine members.

c. Leaflet

At the 2025 PPG AGM, Rob Reid (RR) had circulated a copy of a leaflet produced by the Patients' Association which could be adapted and used to promote the PPG and recruit members to the PPG Committee; under review/**CD**.

7. CARERS' COFFEE HOURS

Postponed to Spring 2026.

8. PRACTICE UPDATES

a. Staff Appointments

Dr Tebbutt updated the PPG Committee on staff recruitment.

b. Practice Administration

Dr Tebbutt updated the PPG Committee on changes to the running of Sixways Clinic and services to patients including extended surgery opening hours.

Dr Tebbutt was thanked for giving his time to attend the meeting.

c. Vaccination Programme 2025

DE, AF, SP and RR had assisted with marshalling in October. SP had not received a reply from the local Rotary Club to a request for assistance with marshalling.

9. GLOUCESTERSHIRE PATIENT PARTICIPATION GROUP NETWORK (GPPGN)

Anna Frost (AF) had attended the online meeting held on 19 September 2025 and will continue to circulate information to CD and the PPG Committee.

Next GPPGN Meeting: Monday, 10 November 2025.

For information about the GPPGN & meeting presentations see:

<https://getinvolved.glos.nhs.uk/ppg-network>

10. ANY OTHER BUSINESS

a. Resignation of Chair

SP informed the PPG Committee that she will stand down as Chair at the end of this year.

b. Log Book

CD confirmed that the Log Book is now at the Reception Desk.

PPG Committee/guests to sign when attending meetings/coffee hours/marshalling.

11. DATE OF NEXT PPG COMMITTEE MEETING

Wednesday, 26 November 2025