

SIXWAYS CLINIC PATIENT PARTICIPATION GROUP (PPG) COMMITTEE

MINUTES OF THE MEETING HELD AT SIXWAYS CLINIC

Wednesday, 21 January 2026

ATTENDEES/PPG COMMITTEE:

Lindsey Cuthill

Diane Evans (Social Secretary) DE

Anna Frost (Secretary) AF

Rob Reid RR

Also: Marilyn Morralee - possible new PPG Committee Member

Sixways Clinic:

Cerys Doe (Operations Manager)/Acting PPG Committee Chair **CD**

Katherine Clark (Human Resources & Quality Manager) **KC**

Dr Iain Tebbutt (GP Partner/Practice Manager) **IT**

1. WELCOME AND APOLOGIES FOR ABSENCE

The Acting Chair (CD) welcomed everyone to the meeting including Marilyn Morralee who had expressed interest in joining the PPG Committee. The PPG Committee was introduced to Katherine Clark, Human Resources and Quality Manager, who had recently joined Sixways Clinic. There were no apologies for absence.

2. MINUTES OF THE LAST MEETING HELD ON MONDAY, 20 OCTOBER 2025

The Minutes of the last meeting held on 26 November 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 Facebook page - under review.

Dr Iain Tebbutt (IT) said that more information about the Doctors will be added to the website.

b. Photographs

Photographs of the GP Partners/GPs in the waiting room.

IT confirmed that following discussion, the GP partners had decided not to pursue the matter. IT will discuss the possibility of a Practice group photograph with his colleagues.

c. Carers' Coffee Hours

Postponed to Spring 2026; to be discussed at the next PPG Committee meeting.

Date will depend on Spring Vaccination Clinics. Consideration to be given to holding a Carers' Coffee Hour late afternoon as well as 12.30pm to 1.30pm.

4. ELECTION OF NEW CHAIR OF PPG COMMITTEE

Election deferred to February 2026 PPG Committee meeting.

CD to continue to act as Acting Chair; **Anna Frost (AF)** (Secretary) to liaise with CD.

5. VOLUNTEERS

a. Recruitment of New Members

It was agreed that the PPG Committee should aim to have nine members.

Marilyn Morralee joined the meeting today and indicated interest in joining the PPG Committee.

There was a brief discussion about what had motivated the current PPG Committee Members to join the PPG Committee. It was agreed that a text message should be sent out to patients to inform them that all registered Sixways Clinic patients are members of the PPG and to encourage them to join the PPG Committee which represents them.

It was agreed that consideration should be given to holding virtual PPG Committee meetings; possibly hybrid to enable more patients to attend the meetings.

b. Leaflet

CD confirmed that the recruitment leaflet will be available soon for distribution to patients, local businesses, Charlton Kings Parish Council, the local library and noticeboards. **Rob Reid (RR)** to liaise with CD.

6. PRACTICE UPDATES

a. Staff Appointments

Katherine Clark has been appointed Human Resources and Quality Manager and will work alongside CD who will continue as Operations Manager. Dr Tebbutt is now Practice Manager. A new Care Navigator has been appointed.

b. New Queuing System at Reception Desk

IT reported that there will be a trial run of a new queuing system at the Reception Desk to reduce waiting times when patients check-in for appointments, have queries etc. Further details to follow. Some PPG Committee Members indicated they may be able to assist with this during the trial run.

c. Spring Vaccination Programme 2026

IT confirmed that there will be a new system in place for ordering vaccinations; information awaited. **CD** to send dates of Spring Vaccination Clinics to PPG Committee Members as they may be able to assist with marshalling.

d. Saturday Morning Clinics

IT confirmed that Saturday morning clinics are held every 5th Saturday. The Practice is now open during lunchtime and opening hours are currently 8.00am to 6.30pm - Monday to Friday.

6. Practice Updates continued

e. Improvements to Sixways Clinic Premises

IT reported that some improvements will be made to the premises.

7. GLOUCESTERSHIRE PATIENT PARTICIPATION GROUP NETWORK (GPPGN)

AF had attended the online meeting held on 15 January 2026.

AF summarised the main topics that were discussed at the meeting:

Training, Recruiting, Retaining Staff in GP Services;

Action in Gloucestershire on Waiting Lists;

Integrated Care Board Changes.

AF to send PPG Committee Members copies of the presentations as soon as they are available.

For information about the GPPGN see: <https://getinvolved.glos.nhs.uk/ppg-network>

NHS APP

AF reported that there had also been discussion at the meeting about the NHS App. The PPG Committee agreed that more patients should be encouraged to use the NHS App; to be discussed at the next PPG Committee meeting. Charlton Kings Parish Council (CKPC) to be contacted to ask whether the Council could help promote the App; **RR** to contact Cllr Lynda Johnson (CKPC).

For information about the GPPGN & meeting presentations see:

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

8. ANY OTHER BUSINESS

a. Potholes

CD reported that the problem of potholes at the entrance to the Sixways car park has been resolved.

b. Terms of Reference

Lindsey Cuthill signed the PPG Committee Terms of Reference and Confidentiality Disclaimer Form; passed to CD.

c. Glos Healthwatch

AF reported that she continues to volunteer for Glos Healthwatch and will attend a 'thank you to volunteers' social event in Cheltenham after this meeting.

d. Thanks

Thanks were extended to Dr Tebbutt for giving his time to attend the meeting.

9. DATE OF NEXT PPG COMMITTEE MEETING

Wednesday, 25 February 2026