

SIXWAYS CLINIC PATIENT PARTICIPATION GROUP (PPG)

MINUTES OF THE MEETING HELD AT SIXWAYS CLINIC

Wednesday, 25 March 2026

ATTENDEES/PPG COMMITTEE:

Lindsey Cuthill

Diane Evans (Social Secretary) DE

Anna Frost (Secretary) AF

Rob Reid RR

Also - Elayne Longhurst (EL) who had expressed an interest in joining the PPG Committee.

Sixways Clinic:

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

1. WELCOME AND APOLOGIES FOR ABSENCE

The Acting Chair (CD) welcomed everyone to the meeting.

Apologies - Dr Iain Tebbutt (GP Partner/Practice Manager).

2. MINUTES OF THE LAST MEETING HELD ON 25 FEBRUARY 2026

The Minutes of the last meeting held on 25 February 2026 were signed as a true record.

3. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING

a. Sixways Clinic Website and Facebook Page

Updates have been made to the Sixways Clinic Website and Facebook page - to be kept under review.

b. NHS APP

NHS App information has been added to the Sixways Clinic Facebook page.

Cllr Lynda Johnson (LJ/Charlton Kings Parish Council) will promote the App via the Charlton Kings Parish Council Newsletter - Sixways Clinic to contact LJ.

4. ELECTION OF NEW CHAIR OF PPG COMMITTEE

Election deferred to March 2026 PPG Committee meeting.

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

5. VOLUNTEERS

Leaflet

CD and Rob Reid had reviewed the draft of the leaflet. It was agreed that the Practice should print copies of the leaflet. Amendments may be made at a later date. The leaflet will be distributed to patients including those attending April Vaccination Clinics.

6. Carers' Coffee Hour

It was agreed that a Carers' Coffee Hour will be held on **Wednesday, 29 April 2026** at Sixways Clinic from 12.30pm to 1.30pm. **CD** to discuss with Leona Smith (Social Prescribing Link Worker/Cheltenham Peripheral PCN). The Practice will send out invitations by text to carers and follow up. Some PPG Committee Members will help on the day.

7. PRACTICE UPDATES

a. Staff Appointments

All Care Navigator positions have been filled.

b. New Queuing System at Reception Desk

The new system was implemented in March and is proving successful. Information about the new queuing system has been posted on the Practice website. Volunteer marshalls were not required.

c. Spring Vaccination Programme 2026

CD confirmed that the Spring Vaccination Programme will start on 13 April 2026; **CD** to confirm all dates to PPG Committee Members as they may be able to assist with marshalling.

d. Improvements to Sixways Clinic Premises

CD reported that a new entrance system has been installed.

8. GLOUCESTERSHIRE PATIENT PARTICIPATION GROUP NETWORK (GPPGN)

AF reported on the GPPGN meeting held on 16 March 2026.

There were presentations on:
Children's and Young People's Mental Health
Local Government Reorganisation
The Future of the Integrated Care Board
There was also a general discussion on PPGs.

For information about the GPPGN see:

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

9. HEALTHWATCH GLOS

AF reported that she continues to volunteer for Healthwatch Glos and is currently working on a national Healthwatch translation project.

10. ANY OTHER BUSINESS

None

Thanks

Thanks were extended to Elayne Longhurst for attending the meeting.

11. DATE OF NEXT PPG COMMITTEE MEETING

Wednesday, 6 May 2026