

PATIENT PARTICIPATION GROUP (PPG) COMMITTEE

MINUTES OF THE MEETING HELD AT SIXWAYS CLINIC

Wednesday, 26 March 2025

ATTENDEES/PPG COMMITTEE:

Sue Prew (Chair) SP
Anna Frost (Secretary) AF
Brenda Reid BR
Chris Reid CR (Veteran Friendly Practice Representative)
Rob Reid RR

Sixways Clinic:

Cerys Doe (Operations Manager) CD

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair (SP) welcomed everyone to the meeting.
Apologies for Absence: Diane Evans, Jane Jones, Kesh Makhecha, Sharon Matthews.

2. MINUTES OF THE LAST MEETING HELD ON WEDNESDAY, 12 FEBRUARY 2025

The Minutes of the last meeting held on 12 February 2025 were signed as a true record.

3. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING

a. Sixways Clinic Website and Facebook Page

The Sixways Clinic Website and Facebook Page are under review.

b. Primary Care Network (PCN)

SP summarised key points from the recent meeting of the local PCN including discussion about the activities of other PPGs in the area. Many have difficulty in recruiting volunteers and some PPGs produce a regular newsletter to inform patients about their activities.

See Item 5 – Volunteers below.

c. Photographs

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

4. PPG ANNUAL GENERAL MEETING – 12 JUNE 2024

a. Matters Arising from the AGM

Letter from Outgoing/Incoming Chairs to GPs/GP Partners
Sharon Matthews to pursue in consultation with Sixways Clinic GP Partners.

b. Suggestion Box for patients to send comments to PPG Committee

As agreed at the last PPG Committee meeting, the PPG suggestion box has been amalgamated with that of the Practice feedback box in the reception area.

5. VOLUNTEERS

a. General Comments

SP confirmed that Katie Holmes, Sue Ryder, Volunteer Co-Ordinator, will attend a future PPG Committee meeting and give a brief talk about the role of volunteers; **SP** to meet with Katie Holmes on 1 April 2025.

5. VOLUNTEERS – continued

There was general discussion about recruitment of more volunteers to the PPG Committee and other volunteers to help with marshalling and at Carers' Coffee Hours.

It was agreed that the PPG Committee should produce a flyer to clarify/promote their work. A flyer would be easier than a newsletter to produce; **SP/Cerys Doe** to pursue possible funding for this. The flyer could be made available in the Practice waiting room and reception area, added to the Sixways Clinic Website and Facebook Page, PPG noticeboard, Charlton Kings Parish Council noticeboard and displayed in the local library and by local businesses. Information about the PPG Committee could also be added to the monitor in the waiting room.

It was agreed that there will be a meeting on **Wednesday, 23 April 2025** at 12.30pm at Sixways Clinic to discuss ideas for the flyer – all PPG Committee members are invited to attend.

It was also agreed that the PPG Committee should take a stall at the Charlton Kings Summer Fayre on **Saturday, 31 May 2025** to promote the PPG Committee/recruit new members and volunteers. **RR** to liaise with Cllr Lynda Johnson (Charlton Kings Parish Council) about booking a stall and to keep **SP** informed.

SP reported that the local PCN will hold a digital workshop about the use of the NHS App; **SP** to pursue. Consideration to be given to showing visitors to the Charlton Kings Summer Fayre how to use the NHS App.

6. CARERS' COFFEE HOURS

It was agreed that the next Carers' Coffee Hour will be held on **Wednesday, 25 June 2025** from 12.30pm to 1.30pm at Sixways Clinic (not in May as previously agreed).

The Practice will send out invitations to carers and to Leona Smith (Social Prescribing Link Worker/Cheltenham Peripheral PCN).

7. PRACTICE UPDATES

a. Staff

The Practice has recruited two more care navigators. A new Practice Medical Secretary has been appointed to replace Carol Brookes who has retired. One phlebotomist is due to leave the Practice but one of the phlebotomy team will undertake additional phlebotomy clinic hours.

b. Vaccination Programme: Spring Covid Boosters

The April 2025 dates were confirmed. **SP**, Anna Frost (**AF**) and Rob Reid (**RR**) will act as marshalls depending on their availability. The Practice will endeavour to prioritise vaccinations for marshalls.

8. GLOUCESTERSHIRE PATIENT PARTICIPATION GROUP NETWORK (GPPGN)

AF reported that there had not been a GPPGN meeting since the last PPG Committee meeting in February. **AF** had sent GPPGN information to the PPG Committee and the Practice about:

8. GPPGN - continued

1. The Big Health Day in Gloucester on 13 June 2025
2. The NHS 10-Year Plan for Health
3. The Patients' Association's information about making the most of GP appointments.

AF reported that Healthwatch Gloucestershire's Booklet 'Accessing GP Services' remains in draft form but will be soon available in hard copy and digitally.

AF to continue to circulate information from the GPPGN to the PPG Committee and SM/CD.
Next GPPGN Meeting: 7 April 2025 – via Teams and in-person.

For information about the GPPGN & meeting presentations see:

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

9. ANY OTHER BUSINESS

a. VFP Representative

Chris Reid (CR) reported that he continues to meet veterans at the Veterans Group in Cheltenham which meets monthly at St Philip and St James Church. CR said that, in general, veterans are aware of the NHS services that are available to them but there is a diverse range of needs.

b. Charlton Kings Community Allotment Project

SP confirmed that Izzy Kaminski (Allotments Lead Volunteer Coordinator) will be allocated time at the next PPG Committee meeting to give an update on the local community allotment project. **Leona Smith** to liaise with Izzy Kaminski. **SP** may meet with the allotment volunteers at one of their forthcoming meetings.

10. DATES OF FUTURE PPG COMMITTEE MEETINGS

Thursday, 17 April 2025

Friday, 23 May 2025

Both meetings will be from 12.30pm to 1.30pm at Sixways Clinic

OTHER MEETINGS AS NOTED ABOVE:

Wednesday, 23 April 2025 - 'Flyer' Meeting

Wednesday, 25 June 2025 – Carers' Coffee Hour

Both meetings will be from 12.30pm to 1.30pm at Sixways Clinic

Also:

Saturday, 31 May 2025 – 1.00pm to 5.00pm -

Charlton Kings Summer Fayre/PPG Committee Stall