

## **PATIENT PARTICIPATION GROUP (PPG) COMMITTEE**

### **MINUTES OF THE MEETING HELD AT SIXWAYS CLINIC (PPG Committee Meeting Combined with 2025 AGM)**

**Wednesday, 6 August 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

#### **1. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair (SP) welcomed everyone to the meeting.

#### **2. MINUTES OF THE LAST MEETING HELD ON FRIDAY, 20 JUNE 2025**

The Minutes of the last meeting held on 20 June 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/Facebook Page - updates in hand with Cerys Doe (CD).

##### **b. Photographs**

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

##### **c. Charlton Kings Allotment Project**

Izzy Kaminski (Lead Volunteer Coordinator) to attend a future PPG Committee meeting.

#### **4. PPG ANNUAL GENERAL MEETING – 6 August 2025**

The 2025 PPG Annual General Meeting had taken place on 6 August 2025 and the Minutes have been circulated; to be approved at the 2026 AGM.

##### **a. Matters Arising from the 2025 AGM**

Also arising from the 2024 PPG AGM: Letter from Outgoing/Incoming Chairs to GPs/GP Partners – **SP/CD** to pursue.

##### **b. Leaflet (Patients' Association) - see Item 5c below**

##### **c. Revised Terms of Reference**

The November 2024 Terms of Reference have been revised as the 2025 AGM agreed to alter the quorum of PPG Committee meetings/AGMs from five to four Committee Members. Also, a representative from Sixways Clinic attending a PPG Committee Meeting/AGM (e.g. Practice/ Operations Manager, GP/GP Partner or Social Prescriber) is deemed to be a PPG Committee Member.

## **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.

### **b. Recruitment of New Members**

To date, new members to the PPG Committee have yet to be recruited.

### **c. Flyer**

At the 2025 PPG AGM, Rob Reid 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 Committee and encourage others to assist with marshalling (re the Vaccination Programmes), Carers', Coffee Hours etc. **CD** to show the leaflet to the GPs/GP Partners for their input/approval and liaise with **SP**.

## **6. Collaboration with Charlton Kings Parish Council**

It was agreed that collaboration with Charlton Kings Parish Council should continue.

## **7. CARERS' COFFEE HOURS**

The Carers' Coffee Hour planned for 23 July 2025 was cancelled by the Practice due to staff shortages.

It was agreed that Carers' Coffee Hours should continue and one will be held in September 2025. It was agreed that extra time should be allocated so the hour will run from noon to 1.30pm at Sixways Clinic.

The Practice will send out invitations to carers and to Leona Smith (Social Prescribing Link Worker/Cheltenham Peripheral PCN); to be followed up by the Practice with a telephone call. **CD** will arrange for information to be made available about the NHS 'Ageing Well' Programme. There was general discussion about other information that could be given at the Coffee Hours e.g. about blood pressure checks, other NHS Programmes.

## **8. PRACTICE UPDATES**

### **a. Staff**

The Practice is in the process of recruiting a Practice Manager.

### **b. Vaccination Programme 2025**

**CD** confirmed that she will endeavour to prioritise vaccinations for marshalls. Dates of the Autumn Boosters/Flu Vaccination Programme were discussed and the Practice is considering Saturday morning and late Monday clinics; to be confirmed. Members of the Committee will assist in marshalling when possible. **SP** to ask the local Rotary Club for assistance with marshalling (20 June 2025 PPG Committee Meeting Minutes – Item 8b refers).

## **9. GLOUCESTERSHIRE PATIENT PARTICIPATION GROUP NETWORK (GPPGN)**

Anna Frost had attended the meeting held on 21 July 2025 (via Teams) and circulated information to the PPG Committee and CD about:

1. The Health and Care Strategy
2. National (England) GP Survey Practice Results
3. The NHS 10-Year Plan
4. The Healthwatch Annual Report
5. The Healthwatch Booklet – Accessing GP Services
6. The NHS 'Reset'

**AF** to continue to circulate information from the GPPGN to the PPG Committee and CD.

Next GPPGN Meeting: 19 September 2025.

For information about the GPPGN & meeting presentations see:

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

## **10. ANY OTHER BUSINESS**

### **a. Speaker re Maggie's Charity**

Rob Reid suggested that Andrea Reid could give a short talk about the work of 'Maggie's' - a charity that provides support for those with cancer and their friends and family. It was agreed that Andrea Reid, who volunteers for Maggie's, should be invited to the 20 October 2025 PPG Committee Meeting; **SP** to action.

### **b. Blood Pressure Monitor in Practice Waiting Room**

There was a brief discussion about the blood pressure monitor in the Practice Waiting Room; CD to pursue.

## **11. DATES OF NEXT PPG COMMITTEE MEETINGS**

**MONDAY, 15 SEPTEMBER 2025 and**

**MONDAY, 20 October 2025**

Both meetings: 12.30pm - 1.30pm at Sixways Clinic