

PATIENT PARTICIPATION GROUP (PPG) COMMITTEE

MINUTES OF THE MEETING HELD AT SIXWAYS CLINIC

WEDNESDAY, 31 JULY 2024

ATTENDEES/PPG COMMITTEE:

Sue Prew (Chair) SP

Anna Frost (Secretary) AF

Janet Littlecott

Mukesh (Kesh) Makhecha KM

Brenda Reid BR

Chris Reid CR (Veteran Friendly Practice Representative)

Rob Reid RR

Sixways Clinic:

Sharon Matthews (Practice Manager) SM

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair (SP) welcomed everyone to the meeting. A warm welcome was extended to Sharon Matthews (SM) who was appointed as the new Practice Manager earlier in July following the resignation of Ceri Gardner. SM outlined her wide experience in the health sector.

Apologies for Absence: Diane Evans (DE), Jane Jones (JJ).

2. MINUTES OF THE LAST MEETING HELD ON WEDNESDAY, 24 MAY 2024

The Minutes of the last meeting held on 24 May 2024 were approved and signed as a true record. Minutes to be posted on the Sixways Clinic Website; SM to action.

3. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING

a. Walking Groups (as part of social prescribing) - Item 3b/24 May 2024 Minutes refers. Rob Reid's (RR) contact (Roy Emes) no longer runs the walking groups but is still involved; SP to follow up new contact/s.

b. Role of Social Prescribers - Item 3c/24 May 2024 Minutes refers.

SP has been in contact with Susie Purslow (Lead Social Prescribing Link Worker Cheltenham, Peripheral PCN); article on social prescribing to be included in Career Matters (the magazine of the Career Development Institute) later this year; SP to pursue.

c. Sixways Clinic Website and Facebook Page – Item 10a/24 May 2024 Minutes refers. SM to review Anna Frost's (AF) suggestions about the Sixways Clinic Website & Facebook page.

d. GPs'/GP Partners' view on the role of the PPG – Item 10b/24 May 2024 Minutes refers; deferred from that meeting. See Matters Arising from AGM - Item 6c below.

4. PPG COMMITTEE TERMS OF REFERENCE

The PPG Committee (that represents all Sixways Clinic patients) reviewed their Terms of Reference which had been adopted in May 2023 and signed by all Committee members. The protocol for visiting speakers attending Committee meetings was discussed to ensure that the content is relevant to PPG Committee business and the Practice. SP to draft a 'confidentiality form' for guests to sign.

5. PPG COMMITTEE ROLES AND RESPONSIBILITIES were also reviewed.

AF to redraft the above two documents and circulate them to the PPG Committee for comment before the next PPG Committee meeting.

6. PPG ANNUAL GENERAL MEETING – 12 JUNE 2024

a. Approval of AGM Minutes and Report of the Chair and Secretary

Kesh Makhecha (KM/former Chair) gave a brief report of the AGM held on 12 June 2024. The Minutes of the AGM (including Confidential Minutes) were approved and signed as a true record. The Report of the Chair and Secretary was also approved. Both to be posted on the Sixways Clinic Website (excluding Confidential Minutes); SM to action.

b. Matters Arising from the AGM

Letter from Outgoing/Incoming Chairs to GPs/GP Partners (sent in June 2024) - reply awaited; SM to follow up and liaise with SP.

c. Proposed Meeting with the New Sixways Clinic Practice Manager

SM, SP, AF and a GP Partner to meet to discuss the role of the PPG Committee and how it can assist the Practice; date to be confirmed.

d. Suggestion Box for patients to send comments to PPG Committee; SM to action.

7. CARERS' COFFEE HOURS

The Practice had reluctantly cancelled the Carers' Coffee Hour scheduled for 24 July 2024. The next Carers' Coffee Hour will take place on Wednesday, 9 October 2024 – 12.30pm to 1.30pm at Sixways Clinic. Practical arrangements were discussed; AF to send SM notes about practical arrangements. As previously agreed, KM has invited Cllr Lynda Johnson (LJ), Charlton Kings Parish Council, Katie Forster (Breathworks), Izzy Kaminski (IK), Allotments Lead Volunteer Co-Ordinator and Taff Wiltshire (TW), Digital Inclusion, to the next Carers' Coffee Hour. The Practice will send out invitations to carers registered with Sixways Clinic. SM suggested the Coffee Hours could also focus on other groups e.g. those with experience of cancer.

8. PRACTICE UPDATES

a. Staff Appointments

SM outlined recent staff changes. Two new Care Navigators and two new Practice Nurses have joined Sixways Clinic, and an Operations Manager will soon be recruited who will combine the role of Administration and Care Navigator Manager with that of Deputy Practice Manager.

8. PRACTICE UPDATES continued

b. GP Patient Satisfaction Survey

Results of the survey relating to Sixways Clinic were discussed.

For more information – see: [Patient Experience \(gp-patient.co.uk\)](https://gp-patient.co.uk)

c. Future Vaccinations Programmes

SM reported that from September 2024, a new vaccination, the RSV, will be available to those aged 75-79 and pregnant women. Covid Boosters will be available in the Autumn; further information awaited. Flu vaccinations will begin on 3 October 2024. Arrangements for volunteer marshals were discussed and a copy of notes about marshalling arrangements compiled by DE, AF, SP and RR (who have volunteered as marshals on three occasions) were passed to SM. SM will meet with PPG Committee marshals prior to the next round of vaccinations to discuss arrangements.

d. ‘I need to see a doctor’ Publication – deferred to next PPG Committee meeting.

e. ‘Right Care First Time’ Video – deferred to next PPG Committee meeting.

9. COLLABORATION WITH CHARLTON KINGS PARISH COUNCIL

a. Digital Inclusion

The PPG Committee will continue to liaise with LJ and circulate relevant information about digital inclusion and other Charlton Kings Parish Council initiatives which are relevant to Sixways Clinic patients.

b. Digibus

AF reported that the Digibus is no longer running due to financial constraints. Taff Wiltshire (former Digibus Project Manager) and her team will continue to be involved with distributing digital inclusion information in the local area.

c. Allotments

IK will promote the volunteer-run community allotment plot (Sappercombe Lane) when she attends the next Carers’ Coffee Hour.

d. Walking Groups: see Matters Arising - Item 3a above.

10. GLOUCESTERSHIRE PATIENT PARTICIPATION GROUP NETWORK (GPPGN)

AF had attended the GPPGN meeting on 26 July 2024 via Teams. The following presentations were noted:

- The Draft Gloucestershire Infrastructure Strategy 2024-2034;
 - The Dentistry Service in Gloucestershire/Update;
 - The GP Patient Satisfaction Survey;
 - Pharmacy Services in Gloucestershire.
- AF to circulate the presentations to the PPG Committee and SM.

10. GPPGN continued

Next GPPGN Meeting: Friday, 27 September 2024.

For information about the GPPGN and meeting presentations see:

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

11. ANY OTHER BUSINESS

a. VFP Representative

Chris Reid reported on the HM Armed Forces Veteran Card which enables veterans to prove that they have served in the UK armed forces. The card can make it easier to apply for support as a veteran from the NHS, local authorities and charities.

For more information see: [www.gov.uk/veteran card](http://www.gov.uk/veteran-card)

Information to be added to the Sixways Clinic Facebook page; SM to action

b. Disclaimer Signage for Sixways Clinic Waiting Room; SM/SP to action.

c. Youth Mental Health Initiative – SP to meet with LJ to discuss this local initiative with the recently appointed Community Youth Worker, Noah Beard.

12. DATE OF NEXT MEETING:

Wednesday, 25 September 2024 – 12.30pm-1.30pm at Sixways Clinic