

## **PPG Minutes 3<sup>rd</sup> July 2024 – 1-2pm**

**Present:** Tatyana Cheung, Joe Stokvis, Chris Smith, Peter Jay, Richard Moon, Anna Lockhart, Mairead Anderson, Margaret Toms, Colin Mutton, Julia Maclean, Dr Freddie Charrington, Dr Khalid Al-Khayat, Claire Farragher

**Apologies:** Tony Fleming, David Hindle, Simon Barton, Sarah Storer, Verity Gardiner, Mary Sheppard, Mark Lees, Chris Tetley, Jill McNaught-Davis, Sindy Foster, Lynne Earthy

### **Minutes of last meeting and matter arising:**

The minutes of the last meeting from the 17<sup>th</sup> April were approved.

### **Practice Report**

Dr Khalid provided an update on the practice. Everything is going well and feeling settled. The practice is fully staffed, and current routine waits for appointments are less than a week.

There's been some progress on new premises for the Cirencester but the practice is still deciding the best way forward. All practices in Cirencester are currently evaluating their premises so there are lots of options to explore and multiple stakeholders. A joint, multi-practice central site is still being looked into.

Peter Jay has attended at least 1 CCG meeting where large medical centres have been presented. The NHS has to try to consolidate estates, for the benefit of taxpayers. However, there are issues with a large practice building model, such as traffic and car parking.

The practice should have more information for the next meeting.

From a PPG perspective, the introduction of the new website has been good. It's generally easier to navigate and easier for patient access. Julia also pointed out that it is much easier to amend now so suggestions will be easier to implement.

### **PPG Co-chairs report**

#### **Year's highlights**

Chris provided an update on each area of the PPG'S remit, which includes general admin, practice support, events and members. Tetbury membership has improved, the PPG has adopted a new constitution during the year and a specific email address for PPG activities, which is working well. An IT Digital Working Group has been set up with practice representation. The PPG has supported the practice regarding Tetbury premises and will continue to do so for the Cirencester premises.

The PPG were present at a couple of events throughout the year and whilst it did not generate many additional PPG members, it was a good exercise in raising awareness and provided positive publicity.

Claire will take over from Julia in sending Chris a list of newly registered patients who express an interest in joining the PPG. There are usually 10-12 a month, of whom 1 or 2 become members.

The Chairs attend a Gloucestershire wide PPG Network for updates and Chris has been elected to be on the Primary Care reference group. Douglas Butler has been appointed as a governor of the hospital, which will be useful for updates.

Chris passed on his thanks to the members who have participated and got involved and generally assisted the co-chairs with the work of the PPG this year.

Peter gave thanks to Chris for his work on behalf of the PPG this year.

### **Primary Care Strategy Reference Group**

This is a forum for PPG input. The next meeting is scheduled for 23<sup>rd</sup> July and Chris will report back afterwards.

### **Practice Digital IT Working Group**

This group is collating information on the various systems and databases used within the NHS and by the practice. There have been a couple of new members but there is still a need for a new member, so expressions of interest are welcomed. Richard Moon advised new members to get up to speed with all the different systems in order to be able to come up with concrete actions.

### **Appointment of PPG Secretary & election of Co-Chairs**

Claire Farragher was appointed PPG Secretary with the imminent retirement of Julia Maclean. Claire introduced herself and provided a short background.

Mr Peter Jay has been nominated by Douglas Butler and seconded by Margaret Toms.

Mr Chris Smith has been nominated by Jill McNaught-Davis and seconded by David Hindle.

Both were re-appointed Co-Chairs.

### **Thanks**

Chris and Peter thanked Julia for all her contribution and support throughout her tenure and wish her well in her retirement.

### **AOB**

Tony Fleming raised an issue with incorrect data being added to his records. This has been rectified but he would like an understanding of how this happened so that he can offer support to anyone who raises this in the future.

David Hindle and his wife have suggested that the most used items on the website are navigable from the main page, such as 'Ask the GP/Nurse a question.' The practice will investigate.

**Date of next meeting - Wednesday 9<sup>th</sup> October 1pm-2pm.**