



PPG Steering Group Meeting Minutes 12th September 2022 7 – 9pm

Attendees – Dr Kevin Barrett (GP Partner, New Road Surgery), Catherine Garibaldi (Practice Manager, New Road Surgery, Diane Eaton (Acting PPG chairperson), Angela Wells, Trevor Jenkins

Apologies – Due to the fact that the scheduled date fell on the bank holiday for the Queen’s funeral, some attendees were unable to come.

Agree minutes of last meeting 11/7/2022 – see new PPG area of new website

- Terms of Reference signed by Dr Kevin Barrett and Diane Eaton Acting Chairperson
- Steering Group members signed confidentiality forms
- ICS PPG Training attended/recording watched by PPG members – feedback from John Gray who joined the webinar. The recording is still available at <https://vimeo.com/731442436/fb0068585d>

Practice update

Dr Kevin Barrett & Cath Garibaldi- New Road Surgery, presentation – including new appointments system, new website, Lloyd George notes digitisation and review of 2022 Patient Survey Results – see slide dec

PPG Management

Sadly, Diane Eaton will be moving away and so will be stepping down from the Acting Chairperson role. ***The practice and the PPG would like to minute our sincere thanks to Diane Eaton who has been a longstanding PPG group member but is now stepping down from the PPG Steering Group.*** There were not enough attendees at the meeting to make the planned appointments of Chair/vice-chair and secretary roles.

PPG Goals and Objectives 2022

1. Recruit PPG Steering Group roles and diverse participants including carers, young people, hard to reach groups. Create FAQs about PPG to send out/put on website
2. Support the practice at events – for example attend vaccination clinics and promote NHS app
3. Promote ownership/involvement with the surgery
4. Communication about what the surgery does and how best to access services – including appointments, changes to delivery of evening/weekend appointments, phone queuing to book appointments
5. Consider impact of changes on individuals including those with protected characteristics

Action Log

Schedule Date of Next Meeting

Recruit Steering group members, including Chair/vice-chair and secretary roles.

