



PPG Steering Group Meeting Minutes 11th July 2022 7 – 9pm

Attendees – Dr Kevin Barrett (GP Partner, New Road Surgery), Catherine Garibaldi (Practice Manager, New Road Surgery), Paula Dean (Reception Manager, New Road Surgery), Diane Eaton, Angela Wells, Gary Hall, Annette Biggerstaff, Roz Abbott, John Gray

Apologies – Carole Eker, Catherine Farman, Jan Fallon, Zuzana Dawood-Abadi, Trevor Jenkins, Jill Arthur, Jo Emson, David Turner, Mary Roth, Angela Williams, Julia Lavagnini Maia

The practice and the PPG would like to minute our sincere thanks to Mr Michael Clark who has been a longstanding PPG group member but is now stepping down from the PPG Steering Group.

Dr Kevin Barrett & Cath Garibaldi- New Road Surgery, presentation – including Business Development Plan



NRS Patient



NRS 2022 Business

Participation Group (Development Plan.pdf)

Diane Eaton for the New Road PPG – presentation



PPG New Road
Patient Participation G

PPG Management

Statement of Purpose – PPG to formally adopt SoP.



2022 07 11 NRS PPG
Statement of Purpose

Adoption of Terms of Reference – Diane Eaton, Acting Chairperson to sign on behalf of the PPG.



2022 07 11 NRS PPG
Terms of Reference.d

Confidentiality Policy included in the Terms of Reference (Appendix 2, pages 8-11). All Steering Group members complete the confidentiality clause and return – either to surgery or send to ppg.newroadsurgery@nhs.net. Any PPG volunteers coming into the practice e.g. to support PPG events will also be required to sign the confidentiality agreement. Training can be provided on request or scheduled into a future PPG meeting.



Roles of Chair and Secretary – job descriptions were given out for review and consideration of nominations.



2022 07 11 NRS PPG
Roles and Responsibi

Diane is acting chairperson and happy to be nominated for this role but does not want to stand in the way of anyone else who is interested. If more than one nomination, then vice chairs could also be appointed. PPG secretary nomination(s) also needed to assist in preparation of agenda, minutes, contacting PPG members – again this role could be shared.

Introduction of Steering Group attendees and discussion around PPG Steering Group aims and objectives

Very useful discussion around PPG aims and objectives



Aims and Objectives
discussion.pdf

Summary of PPG Initial Goals and Objectives

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

Example action plan from another practice's PPG – highly detailed but some objectives worth noting.



Example Cranborne
Practice PPG - Action

Date of Next Meeting

12th September 2022, this is scheduled to be another face to face meeting to be held at New Road Surgery. (Note PPG to consider different format for some meetings e.g. Zoom, in order to include any participants who are unable to attend in person.)

