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**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.**