**PATIENT PARTICIPATION GROUP**

**Meeting Notes**

**Date:** Wednesday 30 July 2025

**Time:** 10:00am – 11:00am

**Venue:** PMs Office, West Common Lane Teaching Practice

**Attendees:** Michelle Lee (ML), Rita Jackson (RJ), Paul Grinell (PG)

Andrea Taylor (AMT)

**Apologies:** Donna Regan (DR), Russell Fox (RF)

1. **Meeting notes for the previous meeting on 15.2.4.25**

Members of the group could not recall seeing a copy – to be recirculated

1. **Actions/matters arising from the previous meeting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Action** | **By Whom** | **By When** | **Completed** |
| 1 | Arrange Accelerate Meeting - Review further comments from the PPG members in regard to the Patient Survey Action Plan | AMT/JOS/LT | 30.6.25 | Yes |

1. **Terms of Reference**

The Terms of Reference were reviewed and agreed with no changes made. These will be reviewed again in 2 years’ time.

1. **Chairs Update**

ML had been unable to attend the latest Patient Engagement Network Meeting and no minutes had been received that could be shared with the group today.

ML advised the focus of the PEN from the previous meeting had been to relaunch the Community Voices Newsletter and encouraged the member of the PPG to sign up. See link below:

[https://us14.campaign-archive.com/?e=%5BUNIQID%5D&u=7775843d6a67338f370ecc89d&id=84b395c0e6](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fus14.campaign-archive.com%2F%3Fe%3D%255BUNIQID%255D%26u%3D7775843d6a67338f370ecc89d%26id%3D84b395c0e6&data=05%7C02%7Candrea.taylor3%40nhs.net%7Cb1cd7f336a3842014ce408ddcf59adc2%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638894706262724861%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=GCDqJY50ZT5ZL%2BRvnn1lU%2BpbLNjht8sF35LKlzqLZM8%3D&reserved=0)

ML also shared that we had a new PPG member, RF. Unfortunately, he was unable to attend today.

1. **Practice Update**

Staffing update - Dr Terreros has now resigned from the practice, his last day was 30.6.25. Julie Garner will also be leaving the practice at the end of July. This was due to financial constraints. It was a hard decision for the Partners to make after 22 years’ service and we wish Julie all the best.

August also sees the rotation changes for the training doctors. We will be saying goodbye to Dr Tari, Dr Lloyd, Dr Hussain and Dr Viola. We will be welcoming, Dr Okafor, Dr Hassan, Dr Ebiola, Dr West and Dr Ismail. Dr Olaniyi will be staying with the practice for a further 6 months.

Dr Green, having successfully completed her GP training is now employed as a Salaried GP. Members of the group fed back some really positive comments about Dr Green which will be passed on.

AMT updated that ‘Flu season’ is nearly here again and we will be starting to make plans in the next couple of weeks. Guidance released has stated that Flu and COVID will be administered together where possible and will begin in October, date to be confirmed. Some groups will be eligible for Flu from 1 September, these include pregnant patients, those children 6 months to <18 in at risk groups, children aged 2-3 years. Also new for this year is that pharmacies can sign up to give nasal flu to children 2-3 years old. Carers Support will also be coming along to the flu/COVID sessions to offer patient advice and support. The practice asked the PPG members for their support as marshals in the clinics again this year and would be in touch as soon as dates were planned.

1. **Any Other Business**

**CDC – Community Diagnostics Centre**

Currently patients attending the centre must still collect a blood form from the practice before attending their appointment. This can be inconvenient for patients.

JOS shared that the practice has supported patients booking their appointment if needed.

**Post Dating Prescription Process**

RJ fed back, from personal experience, that the changes to the post dating prescription process following the patient survey and subsequent PPG feedback was working really well.

**Next Meeting**

Wednesday 29 October @ 10am Practice Managers Office, WCL

**Actions from the Meeting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Action** | **By Whom** | **By When** | **Completed** |
| 1 | AMT to follow up whether forms can be stored on WebV and then accessed directly by the CDC when patients attend | AMT | 31.8.25 |  |