

Victoria & Mapperley Patient Participation Group
Action Group Meeting Minutes
Meeting held on Zoom on Tuesday 23.05.23 at 4pm

Present: Cath Verhoeven (Chair), Debs Main (Secretary),
James Pam, Anne Hardy, Bill Brown.

Apologies: Alan Wilson

Agenda

1. **Ratification of minutes** - minutes of Action Group Meeting 23.05.23 were ratified with minor amendments. **Action:** Debs to send to Cath (*to forward on to Wayne*) for website.

2. Matters Arising:

- **Website** - According to an article provided for the newsletter by Dr Mawji, the new website should be ready to launch in early June. PPG to keep a note of what needs updating on website on an ongoing basis. Cath will report updates needed and forward any documents for upload to Dr Mawji who will then liaise with Wayne (the webmaster).
- **Practice Manager** - no news from Dr Mawji as yet on new appointment.
- **Pressures on practice** - it was suggested at the last meeting that it might be helpful, to enhance patient understanding, to have something on the practice telephone message that explains difficulties affecting service. **Action:** Cath to discuss suggestion with Dr Mawji.
- **How can the PPG support the Practice?** - Cath to meet with Health & Wellbeing Coach Jason to discuss how PPG can promote the H&W agenda. **Action:** Cath to email Jason directly.
- **Flu Vaccinations** - Dr M would like support from PPG for flu vaccination promotion and delivery. **Action:** add this to 12th June PPG Business meeting agenda.
- **Paul Ridgewell** (office manager) leaving in June after 20 years at the practice. **Action:** Cath to email PPG members to inform them if they would like to send him a card. Action Group to put money in for a gift. Cath to also contact Gill for ideas.
- **Friends & Family Test** - Dr Mawji would like the scheme re-promoted. **Action:** Cath to discuss at next action group meeting. Debs to include in newsletter.

3. Newsletter:

Summer newsletter planned for publication early June. Debs has received articles from Dr Mawji, Dr Nightingale and James and is well along with putting the newsletter together. **Action:** Debs to email Dr M (cc Dr N) draft when complete later this week.

4. AOB:

- Agenda for Business meeting 12th June - discussed and agreed. Action Cath to formalise and distribute draft for comments. (James sends apologies in advance)

5. Date of Next Meetings:

PPG Business Meeting Time: **Monday 12th June 2023 at 1pm**

Join Zoom Meeting: <https://us02web.zoom.us/j/3965443414?pwd=SWc1UVZmTWZlYcU9NRmgrZlQ3RllhUT09>

Meeting ID: **396 544 3414** Pass-code: **PPG**

PPG Action Group Meeting Time: **Tuesday, June 20th 2023 at 4pm**

Join Zoom Meeting: <https://us02web.zoom.us/j/3965443414?pwd=SWc1UVZmTWZlYcU9NRmgrZlQ3RllhUT09>

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Future Business Meeting Dates:

Tuesday 11am 12th September 2023 & Tuesday 7pm 12th December 2023