



Trent Valley Surgery (TVS) Management Committee, Patient Participation Group (TVS-PPG)

**Minutes of the meeting held on
Tuesday 3 August 2021 at 16:00h remotely via Zoom**

Management Group members present:

Caroline Coxon (CC) Chair
Ruth Dymock (RD) (Secretary)
David Greenop (DG)

	Notes	Action
1	Apologies: received from Paula Bacon, Sylvia Bone, Dennis Browne and Marion Goldacre.	
2	Minutes: of the meeting Tuesday 6 July 2021 were read and agreed as accurate.	
3	Matters Arising: CC had dialled in to the 2-hour CCG meeting about involvement with PPGs: about 25 attendees. Engagement Officer is to put together a new toolkit for PPGs which may be helpful in putting together our Terms of Reference. CC felt it was worth attending again. CC had sent letter to Practice, praising them for excellent patient satisfaction figures, as agreed at last meeting. Other matters arising were on the agenda for this meeting.	
4	Practice Manager's update: No member of the practice was available for this meeting. It was felt to be important to have representative(s) from the surgery at PPG meetings, and that we should request this.	CC
5.	Chair Update: (i) AGM date of 7 Sep was noted to give insufficient notice for local newsletters to make Practice patients aware of the remote meeting, and it was agreed that the AGM should be rescheduled for 28 September at 7pm , a better time of day for working patients. A TVS-PPG committee meeting will be held on 7 Sep at 4pm instead. Minutes of today's meeting to be emailed together with a request to committee members to confirm that they wish to continue to stand for the coming year. Details will be included in advance of the AGM with voting information on the surgery website. CC has announced that she will stand down both from Chairmanship and from the TVS-PPG after the AGM. The group has been sorry to hear this. (ii) Meeting dates. See end of document. Forward aim to build up the PPG committee and doing more real patient participation work. With this in mind, DG suggested inviting	ALL RD

	<p>a speaker to the AGM, possibly sharing a visual presentation, and CC agreed to ask someone from the CCG Engagement Office. DG kindly agreed to arrange the zoom link in order to accommodate time for this. It was hoped that one of the GPs might also attend the AGM.</p> <p>iii) Constitution. CC had conferred with N.A.P.P online, and reported that there are various constitutions in PPG groups, many not as good as the TVS-PPG; however, fund raising was seen not to be an aim of the groups, efforts should instead be made in contributing the patients' voice to the running of the Practice. It was agreed that the Constitution current re-draft v.3 is excellent and is to be put to the AGM for approval, highlighting the nature of the changes.</p> <p>iv) TVS-PPG information. It was agreed that the current wording on the draft leaflet should be adopted for the surgery website, with CC to request the IT manager to insert the wording sent by RD and to remove the outdated Patient Reference Group/application form. This, with new AGM date and schedule of voting, would give a fuller package of information to inform and encourage new members.</p>	<p>CC DG</p> <p>RD</p> <p>CC/RD</p>
6.	<p>Treasurer Update: MG not at this meeting, but reported no changes meantime.</p>	
7.	<p>AOB DG had been asked by several patients of the Practice why nobody yet had dates for Covid boosters, since the neighbouring surgery has already arranged these. CC to request information on this from PB.</p>	CC/PB
10.	<p>Date and Time of Next Meeting: Tuesday 7 September 2021 at 4pm via Zoom. Please send any agenda items or apologies to RD in advance. The meeting closed at 16.40h.</p>	ALL
	<p style="text-align: center;">Date and Time of next meetings: Tuesday 7th September 4pm 2021 28th September, 7pm 2021 via Zoom– AGM Tuesday 9th November 4pm 2021 - Zoom Tuesday 7th December 4pm 2021 Zoom Tuesday 11th January 4pm 2022 Face to Face TVS Tuesday 8th February 4pm 2022 Zoom Tuesday 8th March 4pm 2022 Zoom</p> <p style="text-align: center;">REVISED DATE and TIME of AGM: Tuesday 28th September, 7pm 2021 – AGM</p>	

