

Minutes of the Meeting of the Victoria PPG held on
Thursday 27th February 2020 at the Green Street Surgery
Commencing at 6pm

In Attendance

Janet French (Chair) (JF)

Debbie Pennington (Secretary) (DP)

Sue Cook (SC)

Tony Meier (TM)

David May (DM)

John Ungar (JU)

Ashley Mitchell (AM)

Staff & GP's in Attendance

Dr Daniela Penge (DDP)

Apologies

Heather King (Practice Manager) (HK) Keith Stone (KS) Emma Ducklin (ED) and Martin Cannon (MC)

JF reported that MC has now decided to stand down from the VPPG for personal reasons, but will continue to be part of the Supporter Group.

Minutes of the meeting held on Thursday 23rd January 2020

The Minutes were agreed

New Posters

Poster 2, which contains the general – and most relevant - information for all patients, has now been delivered to the Practice.

Revision to Terms of Reference (TOR)

AM had completed the revision to the original TOR, resulting in two documents - a revised TOR which gave greater clarity to the purpose of the VPPG, together with a Membership and Management document that detailed the responsibilities attaching to membership of the VPPG.

The documents had been circulated to, and reviewed by, all members of the VPPG prior to the meeting and it was agreed that – subject to resolution of the points listed below – they would be adopted at the AGM in March 2020.

- Both documents will be sent to HK for review and acceptance by the Practice.
- POINT 2.2.f required expansion to reflect Dr Gaffney's proposals regarding measurement against targets, and then agreement.

It was agreed that the revised wording of the TOR (when adopted) would apply to the VPPG and the Green Street Practice. It would need to be reviewed again – but not necessarily amended – at the time of any future mergers with other Practices.

APPROACH TO NOTICE BOARDS

It was agreed that the focus now would be on the production of a Newsletter as opposed to an update on Poster 1, which is still in place and still relevant.

NEWSLETTER

JF reported on the Site visit that had taken place on 26th February and DDP updated the VPPG generally on information regarding:

- The status of the build
- Outstanding approvals that were still required regarding certain finishes
- Possible communication to the wider public – with the suggestion of an article in the Herald Newspaper.

Having agreed that the next Newsletter would be a single A4 double-sided print covering the New Build and the VPPG, JF confirmed that the CCG had stated the VPPG could use any information that was in the public domain. JF had replied to the CCG that she would be led by the Practice in terms of what could be used. It was agreed that:

- JF would attempt to obtain the wording used for any Herald article so that we could ensure the Newsletter reflected – or repeated – that.
- The Practice would provide photographs.
- All VPPG members agreed to the inclusion of their photographs.
- As the new TOR outlined more effectively the purpose of the VPPG, some of that wording could be used in the text for the ‘who we are and what we aim to do’ section.
- The Comms. Committee would meet asap to prepare a first draft for circulation

BANK ACCOUNT

As HK had confirmed that the Practice would meet the cost of Poster 2, the balance remains at £262.00

ANY OTHER BUSINESS

Regional PPG

JF referred back to previous discussions covering the VPPG’s decision not to attend the Regional PPG at the moment and then reported that she had received correspondence from them asking:

- If they moved to an evening attendance would more PPG members attend?
- Could all PPG’s forward a record of their non-attendance.

DDP confirmed that it was not compulsory for PPG’s to attend and it was agreed that JF would contact the Regional PPG Forum and explain our decision.

Charitable Status

ED has a meeting on 5th March with 3VA to gather more information regarding charitable status.

Coronavirus

DDP updated the VPPG on the precautionary measures being taken by the Practice.

Working Parties

It was agreed that various sub committees would be required to deliver the work required between now and the opening of the new Clinic. AM had raised the measurement piece referred to in the TOR and TM wished to raise, in particular, the need to consider those practices that related to the patient experience on entering the new Clinic. DDP confirmed that anything that would result in a recommendation on internal finishes or practices should be completed and submitted to the Practice as soon as possible.

Date of Next Meeting

The AGM will take place at the Green Street Practice on 26th March 2020, followed immediately by the monthly meeting.