



PATIENT PARTICIPATION GROUP MINUTES

Meeting Date: Monday 23rd February 2026

Attendees:

Practice Representatives:	PPG Members:	Apologies:
Faith Woodcock	JB (Chair)	JW
Kirstie Hornsey	KD(vice chair)	AH
Sue Scorer	BD	LC
	SF	YT
	DN	KE
	CL	JP
	WS	

Meeting Minutes		
Item		Owner
1.	<p><u>Welcome and Introductions</u></p> <p>The meeting was opened by the Chair and SS passed on apologies from members unable to attend.</p>	
2.	<p><u>PPG Achievements</u></p> <p>One of the biggest achievements this year was the introduction of the new patient clinical assessment system which the PPG made a significant contribution to including advising on literature and the preferable wording for patients.</p> <p>PPG member had presence in the surgery to help patients with online access to our facilities. There was a high demand for this and we are looking to include this again in the future.</p> <p>The CQC inspection also took place this year as mentioned in previous meetings and all patients had the opportunity to input into the feedback. The Chair also attended on the day and met with the inspector.</p> <p>Our achievement across areas was “good”.</p>	
3.1	<p><u>Election of Officers and the Committe</u></p> <p><u>Resignations</u></p> <p>There were no official resignations this year from members.</p>	
3.2	<p>There were no new proposals for Chair/Vice Chair and as a result JB agreed to stay on as Chair- nominated by BD and seconded by KD.</p> <p>KD agreed to stay on as Vice Chair – nominated by JB and seconded by WS.</p>	

<p>3.3</p>	<p>SS and SF were voted on again as secretaries – nominated by KL and seconded by BD.</p> <p>All other continuing and new members were block elected onto the committee: namely:</p> <p>AH, BD, CL, JR, JP, KF, KE, LC, MS, DN, SF, WS, YT</p>	
<p>3.4</p>	<p><u>Agreement of Terms of Reference and Code of conduct</u></p> <p>Terms of Reference were read through and no amendments were made. They were accepted and signed by Chair.</p> <p>Code of Conduct was read and no amendments were made. They were accepted and signed by Chair.</p>	
<p>4</p>	<p><u>A.O.B.</u></p> <p>The I.C.S. is having a restructure which will result in being supported by someone new. At present we are supported by a local liaison officer but this will change to someone with a wider area to cover. The practice will update as they know more.</p> <p>We are currently looking at potential adaptations to the building to be done in stages which will possibly include moving the entrance, automatic doors and adding a non - clinical room to the area where the existing canopied entrance is. This can be used for staff such as social prescribers and our befriending service which will in turn free up an additional clinical room. It is also a private room that patients can be taken to discuss confidential matters. Quotes are being discussed at present. We may be looking at having a pharmacist on site – at present they all work remotely in the main due to lack of building capacity.</p> <p>Meeting closed at 6:50pm. Proposed date of next PPG meeting is Monday 18th May 2026.</p>	