

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

Notes of the meeting held on  
Tuesday 8 December 2020 at 16:00h remotely via Zoom

**Management Group members present:**

Caroline Coxon (CC) Chair     Ruth Dymock (RD) (Secretary, minutes)  
Sue Ford (SF)                     Marion Goldacre (MG) (Treasurer)                     David Greenop (DG)

	Notes	Action
1	<b>Apologies:</b> none.	
2	<b>Minutes:</b> of last meeting 10 November 2020 were agreed as accurate, and the meeting thanked RD for their clarity. Stacey to be asked to post them on the surgery website.	CC
3	<p><b>Matters Arising:</b></p> <p>CC has spoken to Stacey about posting minutes only after they are agreed as accurate at the following meeting –a check of the surgery website found this had been corrected.</p> <p>CC has spoken to member CB prior to the meeting to ensure that everyone knows help is available for accessing the remote meeting.</p> <p>The Surgery response to queries raised in a letter from Torksey was submitted to the Elms magazine last month. SF asked for a copy of this and the questions - RD to forward to committee members together with minutes of this meeting. In a general discussion about how we as a PPG should help in assisting communication, DG felt and the meeting agreed that the PPG's role had in this case been achieved by highlighting how surgery could improve its communication with patients.</p> <p>A summary of the role and function of the PPG was also submitted as agreed following the last meeting to local magazines inc Foss Focus, which emphasised new ways of accessing care from TVS. The meeting agreed that the PPG should continue this in order to help communication.</p> <p>A query arose about the difficulty of finding the PPG info on the surgery webpage, CC to ask Stacey if we could appear on the ribbon at the bottom of the first page.</p>	<p>CC</p> <p>RD</p> <p>RD</p> <p>CC</p>

	Other items were on the day's business.	
4.	<p><b><u>Practice Manager's update:</u></b> PB was not at the meeting. However, there was some general discussion about how the PPG might help with the forthcoming Covid vaccines eg with flyers etc. It was agreed that our function should not extend to telling people why they should accept the vaccination, but the meeting agreed that CC should ask PB how we might help when the time comes.</p> <p><i>An email received from PB following the meeting and giving apologies did however say that the main focus as a surgery is currently on flu vaccinations for the 50-64 year olds with no underlying conditions, clinics to be held on Saturday 19th Dec and Tuesday 22nd Dec at Saxilby. She also mentioned that several patients are refusing this offer, and asked if our PPG monthly summary might remind people that it is highly recommended and that this would help them enormously. RD to discuss with CC.</i></p>	<p>CC</p> <p>RD/CC</p>
5.	<p><b><u>Chair Update:</u></b> CC offered to attend a new CCG Primary Network Council to include a member from each of the PPGs, no date as yet. The meeting agreed that we would be pleased for her to attend this on our behalf.</p>	CC
6.	<p><b><u>Treasurer Update</u></b> There was no change in the current bank position. Because of the Covid-19 situation, signatures have not all been collected to transfer the bank account, but she has written to the bank to see if this can be expedited.</p>	MG
6.	<p><b><u>AOB:</u></b> a query arose about who are the drivers delivering medications to Torksey. DG confirmed that two drivers from the Voluntary Car Scheme have taken this up and are being paid to do this.</p>	
7.	<p><b><u>11. Date and Time of Next Meeting: Tuesday 12 January 2021 at 4pm</u></b> via Zoom. The meeting agreed that this time and date suits most members of the committee present. Apologies received by MG for this date. Please send any agenda items or apologies to RD in advance.</p>	ALL