



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

**Minutes of the meeting held on
Tuesday 3 May 2022 at 16:00h remotely via Zoom**

Management Group members present:

Caroline Coxon (CC)
Ruth Dymock (RD) (Secretary)
Fred Bridges (FB)
Dennis Browne (DB)
Jill Turner (JT)
Lynn Pond (Practice Manager)

| | Notes | Action |
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| 1 | Apologies: MG and CB. TVS-Management Group co-option: we were pleased that JT has agreed to be co-opted on to the group, and this was approved unanimously by those present. | |
| 2 | Minutes: of the meeting Tuesday 5 April 2022 had been read in advance and were agreed as accurate. | |
| 3 | Matters Arising: Results of Survey Monkey: LP yet to email results to group. Torksey: JT had asked for further information on why patients cannot pick up repeat scripts at Saxilby, this put on action plan for pharmacy clarification. Shared patient records: LP said work is proceeding on safeguarding records, meantime SystmOne and NHS app both provide sharing of records for pts who wish. | LP PPG |
| 4 | Treasurer's update: MG was unable to be present. Bookshelves: DB picked up £34.40 at Torksey & handed to surgery for LP. DB is happy to deal with books/money at both surgeries, RD to do new notices explaining to pts that money from books goes to the Practice. | RD/DB |
| 5 | Practice Manager's update: CQC visit: full inspection planned for Tuesday 7 June inc pharmacy. Dr N asks if PPG plan for sitting in with pts in waiting room might be prioritized to take place before this date (note: plans for w/c 16 May). Please PPG members willing to be available let CC know asap. DB willing to be present for day of inspection – NB PPG Zoom meeting scheduled for 4pm on that day, can LP confirm this. Pharmacy: see matters arising and Action Plan, for next meeting. | ALL DB/ALL LP |
| 6 | Chair's update: | |

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| | <p>Social Prescribing: CC not been successful in getting sufficient info as yet. LP agreed that the Primary Care Network also has not yet had more information on this.</p> <p>TVS-PPG Action Plan: CC felt this could be useful in identifying PPG actions, as long as it was well targeted. Meeting agreed, with proviso it should not turn into a “talking shop”. RD hoped it could prove a good working document, as well as a clear way of showing what the PPG does. RAG (Red Amber and Green) rating was felt to be useful in showing if a plan had not yet been resolved. Geographical area to be added, and document to be redrafted.</p> | <p>CC</p> <p>RD</p> |
| 7 | <p><u>AOB:</u></p> <p>i) LP mentioned the Local Pharmacy Scheme, where patients can be referred to the pharmacist for basic advice, Over-The-Counter drugs, Weight Management - and be referred back to the GP if required.</p> <p>ii) LP asked if the meetings could be less frequent (see also April Minutes) as she is not having sufficient time to complete tasks from the meeting. Those still present at the meeting (following a Zoom glitch) agreed that every two months might work well, especially if members are busy with PPG projects in the interim, and that face to face might work well. Proposal for 2-monthly meetings to be added to agenda for next meeting.</p> | <p>ALL</p> <p>RD</p> |
| 8 | <p><u>Date and Time of Next Meeting:</u></p> <p>See (7) above. The next meeting on 7 June is scheduled to be via Zoom. Please send any agenda items or apologies to CC or RD in advance. The meeting closed at 17.20h.</p> | <p>ALL</p> |
| | <p>Date and Time of next meeting:</p> <p>7th June 4pm Zoom</p> <p>5th July 4pm ?Zoom</p> <p>2nd August 4pm Face to Face Saxilby</p> <p>6th September 4pm Zoom</p> <p>4th October AGM - TBC and time</p> | |

