

**HANSCOMBE HOUSE SURGERY – PATIENT PARTICIPATION GROUP**  
**ACTION LOG FROM MEETING 17<sup>th</sup> October 2022**  
**Duration of Meeting : 18.30 – 20.15 hours**

Present: Kristina Lawson, Clair Ball, Sally Freeman, Stella Sagers

Minute Date & Reference	Topic	Action Needed	Lead	Progress	Date Completed
21/9/22	Membership of PVG	Existing Members to confirm status of their membership – remain on PVG as a “Committee” Member or as a VPVG together. “Committee” Members to confirm their preferred meeting day and time of meeting	Clair	<p>Form drafted for review by Veronica &amp; Kristina. Once approved, for circulation with next agenda, for each Member to complete and return to Clair.</p> <p>Internal PVG records and attendance sheet can then be updated and circulated to new PVG Chair and Secretary. PVG “Committee” Members to sign and return a PVG Code of Conduct form.</p> <p>04/11/22 Reminder sent to members asking to return the attached form.</p>	
21/9/22	Appoint a new Chair	Members to discuss and appoint – by vote if necessary	PVG	04/11/22 A new chair was discussed but due to a low attendance it was agreed that until we meet with more members and recruit new members then each meeting arranged a member of the PVG in attendance would agree to be as chair for that meeting	
21/9/22	PVG nhs.email	Once appointed, details of new Chair to be shared with I.T.S. Team so email can transfer from Veronica. <a href="mailto:hanscombe.PVG@nhs.net">hanscombe.PVG@nhs.net</a>	Clair	04/11/22 Waiting for a new chair to be appointed	

21/9/22	NAPP Membership	National Association of Patient Participation to be contacted to advise of new Chair and contact details	Clair	04/11/22 Waiting for a new chair to be appointed	
21/9/22	Age & Ethnicity of existing Members	Update existing Practice spreadsheet to include this information	Clair		23/9: v
21/9/22	Review name of our existing PVG – the Group that will attend face to face meetings	Virtual PVG is agreed as VPVG.  Existing PVG is known as PVG but within draft ToR it refers to our existing Members as PVG Committee – change name?	PVG	04/11/22 A new name of Patients Voice Group was agreed	17/10/22
21/9/22	PVG Logo	Members to consider if they wish to have a logo and if so, to suggest ideas.	PVG	04/11/22 A draft logo from one of the members has been received but not yet confirmed	
21/9/22	Terms of Reference (ToR)	In conjunction with the Partners of the Practice, Members to review and agree ToR	Practice & PVG	30/9/22: Draft 1 shared for comment with those present at the meeting and with Janine Ellis.  17/10/22 ToR was discussed with a few changes recommended to which have been made and to be finalised once checked and a new logo has been agreed	
21/9/22	PVG Meeting Dates	November & December Meeting dates	PVG	17/10/22 The next meeting is due to be held on the 22 <sup>nd</sup> November at 18.30pm, face to face at Hanscombe House Surgery. As discussed there is a webinar at 17.30 on that day and if any member wants to attend the	

				<p>meeting and the webinar we are happy for you to attend at 17.30 for such with the PVG meeting to follow</p> <p>Provisional date for the AGM of 13/12. Hall yet to be secured. St Andrews, Mill Bridge and Hertford Heath Village Hall are currently fully booked. PVG to advise of any further halls and advise.</p>	
21/9/22	PVG Meeting Venue	Face to face meetings to resume.	Veronica	<p>To check the availability and cost of St Andrews Church Hall and The Secret Café in Bengo. UNAVAILABLE.</p> <p>If unavailable, meetings can be held in meeting room or admin area at Hanscombe House Surgery, both on the first floor.</p>	23/9: v
21/9/22	Attracting New PVG "Committee" Members	<p>Update PVG noticeboard and website information</p> <p>Include on new patient registration form – both PVG "Committee" and VPVG information</p> <p>Write article for the Autumn PVG Newsletter</p>	PVG		
21/9/22	Contact telephone number	To share contact number with PVG for use when the Practice is closed should there be a problem on the night of a PVG meeting.	Clair	Clair is happy to share her personal mobile number with the PVG Secretary and new Chair upon appointment.	04/11
21/9/22	Risk Assessment for use by PVG volunteers	DBS checks are not currently undertaken however a risk assessment should be in place for those who partake in voluntary work for example,	Kristina & Sally	11/10: Kristina has received a response from The Maltings about DBS checks and will report at meeting on 17/10	11/10: v

		within the Practice, at clinics or promotional events.		30/9: Sally has shared a sample risk assessment used for another purpose within the Practice for information/adaption as required.	
21/9/22	Autumn PVG Newsletter	Draft and circulate items with the Practice.	PVG - Veronica		
21/9/22	Annual Report	Veronica volunteered to write	Veronica		
17/10/22	AGM Meeting Venue	A meeting venue for the provisional AGM meeting for the 13 <sup>th</sup> December needs to be sourced	PVG	Clair has contacted St Andrews Church Hall The Mill Bridge rooms in Hertford and Hertford Heath Village Hall and both are unavailable for the date of the 13 <sup>th</sup> December.	

Key: Items shaded grey have been completed