

Notes of Redlands Patient Participation Group Video Call held 26 06 25

Participants: Barbara Clift Acting Chair; Marilyn Daw Secretary; Graeme Barnell; Lin Denner; John Downes; Maggie Dunlop; Michael & Margaret Elliott; Debbie Keast & Becky Stannard;

Apologies: Sue Browne; Simon Goodenough & Carol Hewings.

Intro by Chair: Having looked at other PPGS and to make more use of meeting time:

- Form a committee but others welcome
- Meet quarterly for 90 minutes with online video meetings if required in between meetings.
 - Agenda to include: Apologies
 - Approval of Minutes of last meeting
 - Matters arising
 - Practice update – with possibility of Rotation of Staff from the Practice
 - Committee Members update
 - New member/visitor comment
 - Any Other Business
 - Date of Next Meeting
- She wished to amend the Starter Pack. Include Aims & Objectives; Rules of Engagement. Include contact Names.

Following positive online participation:

A resumee of the role of the PPG be drawn up for the Staff to give out to Patients with PPG Contact details.

Interested Patients be given opportunity to attend meetings, advising the Chair of their particular interest and only speaking at the appointed time.

Meetings will in future be held in a newly appointed downstairs meeting room

Meetings to take place quarterly with zoom meetings when required. Possibly: 2 Face to Face and 2 Virtual.

Agenda to be set with Jo or Member of Staff

Meetings can be held without a Staff Member and then decisions/ideas fed back to them.

Committee: to comprise of 12 members. Those who were present and agreed plus those who gave their apologies if they wished.

An Annual General Meeting to be held to elect committee members and officers.

It was noted that the Redlands Primary Care Open Day (Saturday 13th September 2025 10:00 – 16:00) would be a good opportunity for us to explain our role and give out information.