

Minutes of the PPG meeting held at Speedwell Practice on Tuesday 1st July 2025 at 5.30pm

Attendees: GA (Chair), VR (Minutes), GH, DW (Practice Manager) , QT, FD, AG, DM, EG, CW, SA

Headings	Summary	Decisions taken and main points
1. Introductions	Chair welcomed people and opened the meeting.	1) Use email for communicating times of meetings, minutes and agendas to PPG members
2. Ground Rules	The view was expressed by FD that PPG had lost momentum since first meeting in August 2024. Changing the time of meetings hadn't helped.	2) Hold all future meetings at 5.30pm
3. Do's and Don't	We discussed frequency of PPG meetings.	3) Agreed not to limit numbers of patients attending the PPG meeting and, also, DW to look into using Microsoft Teams so patients have option of attending online.
4. Aims and Objectives	Chair went through the ground rules document which had been emailed to the PPG.	4) Meetings to be monthly
	Chair drew the meeting's attention to the 'PPG Terms of Reference' and the 'PPG Constitution' handouts provided for attendees	5) Agreed to accept the ground rules document
		6) Agreed to accept the 'PPG Terms of Reference' with an additional requirement to have monthly meetings and to decide at meetings what the date of the next meeting will be.
		7) Agreed to accept the 'PPG Constitution' documentation

<p>5. Practice News (DW)</p>	<p>1)There is a new practice moving into the building in September 2025. This will have consequences for the Speedwell Practice. For example, the new practice will mean parking facilities will come under more pressure. Also, how Speedwell uses rooms in the building will need to be changed as the new practice is accommodated.</p> <p>2)Government is introducing a new appointment system which means triaging will go from 8am to 6.30pm. New system will have a big impact and new ideas and solutions are required for implementation</p> <p>3)New locum doctor to cover a maternity leave in July 2025</p> <p>4)New practice in building will mean less wall space. Also signage will need to be improved as new practice moves in</p>	<p>Meeting expressed view that this is an issue which PPG could/should be getting involved with. Would a PPG voice have made any difference to the outcome? Decision-makers possibly do listen to patient voices when making these kind of plans.</p> <p>DW is working to address parking issue and consulting all practices using building. GH suggested approaching Sainsbury's to get parking space for doctors in their building.</p> <p>PPG may have a role in successful implementation of these changes.</p> <p>Info on TV screens should include information which is specific to Speedwell patients, and less generic.</p>
<p>6. Suggestions and comments</p>	<p>QT and EG raised their concerns around how practice could be more responsive to people with autism and to people who are hard of hearing.</p> <p>FD asked how the PPG will conduct the surveys with patients (mentioned in PPG Constitution). If changes in the Speedwell Practice are made, how do we know anything has improved?</p> <p>DM suggested we have a more formal agenda structure next time eg Minutes of last Meeting, Matters Arising, etc</p> <p>Meeting ended at 6.50pm. Chair closed the meeting</p>	<p>As a starting point, more information on these issues to be put on website and on displays in practice. DW to move forward</p> <p>The issue of how PPG communicates with patients etc. to be considered as an agenda item.</p> <p>Officers will decide on agenda and send out asap</p>

Date and next meeting: *Wednesday 6th August 2025 at 5.30pm*

Minutes approved by Chair: