

Patient Participation Group Meeting Minutes Tuesday 20th May 2025
fpppg@icloud.com

Attendees PPG: Richard Broughton (chair), Mervyn Granshaw, Jill Spain, David Willis, Jackie Mallery, Diana Martin, Nigel Northridge


Attendees Surgery: Dr Mckendry, Ben Taguba (PM), Sarah Boltwood (admin)

Apologies: Judi Pollard, Nick Smith.

Resigned: N/A

Introductions: N/A

Action Items	Outcome	Who to Action
2. Minutes of Previous Meeting 18.3.25	Minute 5 states Mervyn is on the committee for future events, for the “lifestyle Medicine Event” this is not accurate – Update Mervyn’s name has been removed from this minute. All other minutes agreed as accurate.	
3. Matters Arising not Covered Elsewhere	Pharmacy First – practice to get a list of what pharmacists can treat under this service. Link below for services. How pharmacies can help - NHS Richard and Mervyn attended a partners meeting, it was useful and perhaps could attend one once per quarter to update the partners? PPG would like an organisational chart – we can do this, however it would only be for clinical staff (doctors, ANP and nurses, clinical pharmacists) as other staff do not want names or photos of themselves displayed, which is within their rights. Photos of clinicians will need to be agreed by the partners. Social Prescribing – Ben will keep group updated of services etc. Currently looking to work with other practices to align services.	
4. Practice Updates	<ul style="list-style-type: none"> • Now have two GP’s to triage on a Monday to manage demand. • Start of October triage forms will be open for the majority of surgery hours. • Nursing appointments we now have majority of appointments within 2 weeks, used to be up to 6 weeks. • COVID vaccinations are finished within the surgery for spring, you can still book on the national system up to 17th June. The programme will begin again in October. • New initiative for NHSE is instead of GP’s doing a referral straight away for some conditions, they will 	

	<p>refer to the specialist for advice in the first instance, if the specialist thinks it requires a referral the specialist will convert it to a referral, however in lots of instances advice will come back to the GP to pass on to the patient without the need for a referral. This saves patient time and avoids unnecessary referrals.</p> <ul style="list-style-type: none"> • Group consultations instead of one to one consultations for certain condition e.g. HRT, Cholesterol. The benefit of this is to save GP time and learning from one another. Currently this is in the planning/training stage. 	
5. Future Events	<ul style="list-style-type: none"> • Programme for event on 26th June to be approved. • David will contact Graham about camera equipment. • Mervyn will check if school have audio • Publicity – Jill will create a poster to be distributed – thank you Jackie for laminating and distributing. • Cost of hall is £60 not £80 • Event committee will co-ordinate in couple of weeks to finalise details. 	
6. Finance	<p>Finance report attached.</p>  <p>Finance Report 20 5 25.docx</p> <p>Richard will approach Normandy Parish Council for funding for future events contact is Amanda Pick. David to let Richard know cost of the lifestyle event.</p>	
7. PCN/PPG Chairs Meeting	Report circulated 24.4.25	
8. Better Ways of Working – Closer Ties with other PPG's	Currently other PPG's do not want to link. Mervyn will widen his area to see if other Surrey Heartlands PPG's want to link.	
9. PPG Newsletter	<p>Almost ready for circulation – once ready send copy to Sarah to send via text.</p> <p>It was asked if an article about the upcoming event could be put in – this will be done.</p> <p>Update – newsletter posted on Fairlands Facebook page, PPG Facebook page and sent via text to approx. 10,000 patients.</p>	

10. Date of Next Meeting	Tuesday 15 th July 1.45 -3pm. Please note Sarah is not available to take the minutes.	
11. A.O.B	<ul style="list-style-type: none"> • Temp registration patients explained. • Mervyn – self referral list handout. • Sub – Committee dates discussed for event. 	