



SHP PPG Committee Meeting

**Thursday, 13th March 2025,
7.00pm – 8:00pm
MS Teams Meeting**

MINUTES

PRESENT

Sandra Matthews (Chair) – SM; Liz Rowsell (Vice Chair) - ER; GA; LW; AS; MM

APOLOGIES

SK; AD

Approval of minutes (12:2:25) - Current PPG membership is 287

1. Bulletin

SM reported that she was trying to get content for the March (spring) issue. Currently she has information on the repeat prescription process and a reminder to patients that they need to order early if they have holidays planned etc.

Suggestion was that we could maybe have some comment from SHP regarding the announcement today by Sir Kier Starmer regarding the abolishment of NHS England. SM to email Cathy

2. AM Meeting Planning

Venue:

SM stated that a lot depended on the level of attendance but the general feeling was that we look for a larger venue and make the meeting F2F only – no hybrid link. A vote was taken and this was agreed. SM texted Sue at the Christadelphian Hall to ask re availability and she will email the committee as soon as she receives a reply. **NB: We have since heard that the hall is not available for this date but could be available on 19th May.**

Following a detailed discussion the following was agreed by all attendees:

We will ask SHP to attend and would like them to give updates on the NHS England situation and what impact they see to our practice.



We need to produce some posters and flyers. SM will send samples of what we used last time for the committee members to comment on.

We agreed on some posters as A4, some as A5 and some flyers to hand out on the night.

We need some forms for people to sign up to the PPG on the night.

Posters will say any patient of SHP is welcome at the AM

We need some sign in sheets. We won't have name badges for everyone. Just for committee members.

We will have refreshments on arrival so people can 'mingle'.

Follow that with report from Chair, followed by SHP presentation.

As soon as we finalise date & venue we will contact Cathy to agree SHP attendance etc.

Following the SHP presentation we will have a Q&A from the floor to SHP. Questions do not need to be submitted in advance. Strict timeline on this item.

Timings will be agreed once we have more details.

SM - PPG email change- Update

SM gave a quick update on the meeting that was held with SHP on 7th March regarding the email change.

SHP said the proposal that SM had submitted would not be possible in it's current format but there were several ways in which they could help us achieve what we need. SHP to investigate and send a response back to SM and the committee.

ER - PPG Awareness Week ER reminded the meeting that it is PPG awareness week May 31st to June 6th and asked if we intend to do anything to mark this. Attendees were asked to submit suggestions.

3. Close of meeting

The meeting closed at 8.10pm

SIGNED: *Sandra Matthews*..... (CHAIR) **DATE:***March 2025*