

**SIXWAYS PATIENT PARTICIPATION GROUP (PPG)**  
**MINUTES OF THE MEETING HELD AT SIXWAYS CLINIC**  
**WEDNESDAY, 10 JANUARY 2024**

**ATTENDEES**

Mukesh (Kesh) Makhecha (Chair) KM  
Diane Evans (Social Secretary) DE  
Anna Frost (Secretary) AF  
Ceri Gardner (Sixways Practice Manager) CG

Janet Littlecott JL

Sue Prew SP

Brenda Reid BR

Chris Reid CR

Rob Reid RR

Also, in attendance:

Susie Purslow SP (Primary Care Network/PCN Lead Social Prescriber)

Leona Smith LS (Social Prescribing Link Worker/Cheltenham PCN)

**1. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair (KM) welcomed everyone to the meeting.

Apologies For Absence: Maia Brasington, Jane Jones.

**2. MINUTES OF THE LAST MEETING HELD ON WEDNESDAY, 29 NOVEMBER 2023**

The Minutes of the last meeting held on 29 November 2023 were signed as a true record after one amendment was agreed to Item 5: Pamela Brisland (PB) and Louise De Freitas (LD) - titles should read Care Navigators not Social Prescribers.

Minutes with amendment to be posted on the PPG section of the Sixways Clinic website.

**3. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING**

**a. PPG Notice Board for Sixways Clinic Waiting Room**

Ceri Gardner (CG) has obtained a noticeboard for the PPG to use to advertise the group, meetings, events etc.

**b. Message in a Bottle Scheme – Good take up.**

**c. Veteran Friendly Practices (VFPs)**

CG confirmed that Sixways Clinic is now an accredited Veteran Friendly Practice (VFP).

CG to give Chris Reid (Sixways VFP Representative) contact details of a Sixways patient and veteran who has expressed an interest in promoting VFPs.

#### **4. PPG TERMS OF REFERENCE**

CG confirmed that all PPG Members have signed the PPG Terms of Reference.

#### **5. SOCIAL PRESCRIBING**

Susie Purslow SP (Primary Care Network/PCN Lead Social Prescriber) and Leona Smith LS (Social Prescribing Link Worker/Cheltenham PCN) outlined social prescribing. They are part of a seven-member team who work across the five surgeries within the Cheltenham Peripheral Cluster. They can refer patients to a range of local, non-clinical services and offer advice to those experiencing e.g. financial, unemployment, housing or mobility issues. Social Prescribers can also give individuals information about local community groups. Patients (over 16 years old) can self-refer through their surgery.

Also, discussed: the Living Well/Ageing Well Project set up to promote physical and mental well-being and healthy ageing. There was discussion about local walking groups and the importance of accessible pathways and routes. PPG members to contact SP or LS if they have any information or contacts that may be helpful regarding this project.

[susie.purslow@nhs.net](mailto:susie.purslow@nhs.net) [leona.smith3@nhs.net](mailto:leona.smith3@nhs.net)

Also, general discussion on digital awareness; Councillor Lynda Johnson, Charlton Kings Parish Council, to be invited to talk to the PPG about this and to the forthcoming Carers Coffee Hour – see Item 6 below.

#### **6. CARERS COFFEE HOUR (formerly Carers Coffee Mornings)**

Arrangements were finalised for the next Carers Coffee Hour at Sixways Clinic on:

**Wednesday, 16 January 2024 – 12.30 pm to 1.30 pm.**

CG has sent out invitations to carers registered with Sixways Clinic and to representatives from local organisations.

It was agreed that Carers Coffee Hours should be held quarterly.

Sixways Clinic will host another Carers Coffee Hour on:

**Tuesday, 16 April 2024 – 12.30 pm to 1.30 pm.**

KM reported that Charlton Kings Parish Council will advertise these dates.

#### **7. GLOUCESTERSHIRE PATIENT PARTICIPATION GROUP NETWORK (GPPGN)**

Anna Frost (AF) and Sue Prew (SP) have liaised with Sophie Ayre/(GPPGN) and will attend future meetings. Other PPGs members interested in joining the GPPGN to contact AF.

Date of Next GPPGN Meeting: 26 January 2024 via Teams.

To note since the last GPPGN Meeting held on 28 November 2023:

Members of the GPPGN will receive the same surveys as members of the People's Panel. The first one of these was on Patient Access to Records (December 2023). (For info: the People's Panel is made up of about 1000 people representing a cross-section of the Glos population who, via anonymous surveys, give feedback to NHS Glos to help shape health and care services and support at county and a more local level.)

## **7. GPPGN MEETING – Continued**

In December 2023, the GPPGN members were asked by NHS Gloucestershire to review leaflets on palliative care/end of life care/bereavement support. AF and SP had submitted comments to Sophie Ayre.

For information about the GPPGN: <https://getinvolved.glos.nhs.uk/ppg-network>

## **8. PRACTICE UPDATES**

a. Staffing levels: CG reported that staffing levels at Sixways Clinic are satisfactory. The care navigator apprentice has left to continue training elsewhere and another will be recruited.

b. CG reported that the Integrated Care Board has confirmed that over the next five years, Sixways Clinic patient numbers will increase by an estimated 40% so the current premises will be extended and modernised as part of a seven year development plan.

c. General Practice Improvement Programme – set up by NHS England to help practices improve services. Sixways Clinic Lead: Dr Iain Tebbutt.

d. CG confirmed that Sixways Clinic will be closed one day per month for staff training/awareness sessions.

## **9. ANY OTHER BUSINESS**

### **a. One Gloucestershire/NHS Leaflet**

Copies of the new leaflet 'Click or Call First' detailing what to do in the event of a non-life-threatening emergency were circulated to PPG members.

### **b. Charlton Kings Parish Council Publications**

KM circulated the 2024 'Connect' Directory of health and well-being services and activities in Charlton Kings – also available digitally. Copies of the Charlton Kings Parish Council Review 2022-2023 were also circulated.

### **c. Care Quality Commission (CQC)**

CG reported that the CQC is to change the way health providers are assessed.

### **d. PPG Christmas Lunch**

Diane Evans was thanked for organising the PPG Christmas Lunch last December.

## **10. PPG ANNUAL GENERAL MEETING**

It was agreed that the PPG AGM will be held later in the year; date to be confirmed.

## **11. DATE OF NEXT MEETING:**

**Wednesday, 14 February - 12.30 pm–1.30 pm, Sixways Clinic.**