

## Patient Participation Group Meeting

**Date:** 3 September 2025

**Present:** Colin Pickles, Pauline Barlow, Graham Mussell, Barbara Wilson

**Apologies:** Mary Prendergast, Ann Smith, Anna Connolly, Natalie Peppe

|   |  |   |  |
|---|--|---|--|
| 1 | Purpose of Meeting was to finalise flu jab dates | All digitally enabled patients will be invited by text and requested to book a time slot so there will be no surge of patients all at the same time. There will be no letter issued this year. It was agreed that due to GDPR risk, no postal invites would be sent - the non-digital patients will be booked into a flu session on a weekday .   |  |
| 2 |  |   |  |
| 3 |  | Flu clinic dates are 4 October, 18 October and possibly a further clinic on 1 November to mop up if necessary. Any clinic rooms used will have a nurse and an administrator.  |  |
| 4 |  | No form will need to be completed by the patient prior to receiving the jab. Consent will be verbal and the administrator will note response and use F12 template on EMIS.  |  |
| 5 | Flu Clinic Raffle – Prizes needed                | PB will ask management to send a note to the team to request any donations.   |  |
| 6 | New PPG members                                  | Two new PPG members have been recruited but they can only attend evening meetings. Requesting alternative lunch/evening meetings although they can provide support for the flu clinics selling raffle tickets.<br><br>NP agreed alternate month for lunchtime meeting at 1pm and then 5pm/5.30pm the following month.<br><br>It was agreed that new PPG members would have to complete an application form and confidentiality agreement prior to their start date. PB provided NP with 2 new PPG member packs. AC to arrange the completion of the forms. Will need basic information. |  |
| 7 | The rush at 8am for appointments was discussed   | PB request to AC to follow this up on the next PPG meeting although PB briefly explained BLINX (i.e. digital from door from next month).  |  |

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|---|--|---|--|
| 8 | Items to be purchased by PPG as agreed at last meeting | PB to clarify with NP. Information passed to AC 26/8/25 who will sort ASAP          |  |
| 9 | Next meeting date agreed                               | Arranged for 15/10/25 @ 1pm although this has now been changed to 5/11/25 as below. |  |
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**Next Meeting : 5 November @ 1pm**