

**HANSCOMBE HOUSE SURGERY – PATIENT PARTICIPATION GROUP**  
**ACTION LOG FROM MEETING 17<sup>th</sup> October 2022**  
**Duration of Meeting : 18.30 – 20.15 hours**

Present: Kristina Lawson, Clair Ball, Sally Freeman, Stella Sagers

| Minute Date & Reference | Topic               | Action Needed  | Lead  | Progress   | Date Completed |
|-------------------------|---------------------|--|-------|--|----------------|
| 21/9/22                 | Membership of PVG   | Existing Members to confirm status of their membership – remain on PVG as a “Committee” Member or as a VPVG together. “Committee” Members to confirm their preferred meeting day and time of meeting | Clair | <p>Form drafted for review by Veronica &amp; Kristina. Once approved, for circulation with next agenda, for each Member to complete and return to Clair.</p> <p>Internal PVG records and attendance sheet can then be updated and circulated to new PVG Chair and Secretary. PVG “Committee” Members to sign and return a PVG Code of Conduct form.</p> <p>04/11/22 Reminder sent to members asking to return the attached form.</p> |                |
| 21/9/22                 | Appoint a new Chair | Members to discuss and appoint – by vote if necessary  | PVG   | 04/11/22 A new chair was discussed but due to a low attendance it was agreed that until we meet with more members and recruit new members then each meeting arranged a member of the PVG in attendance would agree to be as chair for that meeting   |                |
| 21/9/22                 | PVG nhs.email       | Once appointed, details of new Chair to be shared with I.T.S. Team so email can transfer from Veronica.<br><a href="mailto:hanscombe.PVG@nhs.net">hanscombe.PVG@nhs.net</a>                          | Clair | 04/11/22 Waiting for a new chair to be appointed   |                |

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| 21/9/22 | NAPP Membership  | National Association of Patient Participation to be contacted to advise of new Chair and contact details  | Clair          | 04/11/22 Waiting for a new chair to be appointed  |          |
| 21/9/22 | Age & Ethnicity of existing Members  | Update existing Practice spreadsheet to include this information  | Clair          |   | 23/9: v  |
| 21/9/22 | Review name of our existing PVG – the Group that will attend face to face meetings | Virtual PVG is agreed as VPVG.<br><br>Existing PVG is known as PVG but within draft ToR it refers to our existing Members as PVG Committee – change name? | PVG            | 04/11/22 A new name of Patients Voice Group was agreed  | 17/10/22 |
| 21/9/22 | PVG Logo   | Members to consider if they wish to have a logo and if so, to suggest ideas.  | PVG            | 04/11/22 A draft logo from one of the members has been received but not yet confirmed   |          |
| 21/9/22 | Terms of Reference (ToR)   | In conjunction with the Partners of the Practice, Members to review and agree ToR   | Practice & PVG | 30/9/22: Draft 1 shared for comment with those present at the meeting and with Janine Ellis.<br><br>17/10/22 ToR was discussed with a few changes recommended to which have been made and to be finalised once checked and a new logo has been agreed |          |
| 21/9/22 | PVG Meeting Dates  | November & December Meeting dates   | PVG            | 17/10/22 The next meeting is due to be held on the 22 <sup>nd</sup> November at 18.30pm, face to face at Hanscombe House Surgery. As discussed there is a webinar at 17.30 on that day and if any member wants to attend the                          |          |

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|         |   |  |                  | <p>meeting and the webinar we are happy for you to attend at 17.30 for such with the PVG meeting to follow</p> <p>Provisional date for the AGM of 13/12. Hall yet to be secured. St Andrews, Mill Bridge and Hertford Heath Village Hall are currently fully booked. PVG to advise of any further halls and advise.</p> |          |
| 21/9/22 | PVG Meeting Venue                         | Face to face meetings to resume.   | Veronica         | <p>To check the availability and cost of St Andrews Church Hall and The Secret Café in Bengo. UNAVAILABLE.</p> <p>If unavailable, meetings can be held in meeting room or admin area at Hanscombe House Surgery, both on the first floor.</p>   | 23/9: v  |
| 21/9/22 | Attracting New PVG "Committee" Members    | <p>Update PVG noticeboard and website information</p> <p>Include on new patient registration form – both PVG "Committee" and VPVG information</p> <p>Write article for the Autumn PVG Newsletter</p> | PVG              |   |          |
| 21/9/22 | Contact telephone number                  | To share contact number with PVG for use when the Practice is closed should there be a problem on the night of a PVG meeting.  | Clair            | Clair is happy to share her personal mobile number with the PVG Secretary and new Chair upon appointment.   | 04/11    |
| 21/9/22 | Risk Assessment for use by PVG volunteers | DBS checks are not currently undertaken however a risk assessment should be in place for those who partake in voluntary work for example,  | Kristina & Sally | 11/10: Kristina has received a response from The Maltings about DBS checks and will report at meeting on 17/10  | 11/10: v |

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|          |                       | within the Practice, at clinics or promotional events.  |                | 30/9: Sally has shared a sample risk assessment used for another purpose within the Practice for information/adaption as required.   |  |
| 21/9/22  | Autumn PVG Newsletter | Draft and circulate items with the Practice.  | PVG - Veronica |  |  |
| 21/9/22  | Annual Report         | Veronica volunteered to write   | Veronica       |  |  |
| 17/10/22 | AGM Meeting Venue     | A meeting venue for the provisional AGM meeting for the 13 <sup>th</sup> December needs to be sourced | PVG            | Clair has contacted St Andrews Church Hall The Mill Bridge rooms in Hertford and Hertford Heath Village Hall and both are unavailable for the date of the 13 <sup>th</sup> December. |  |

Key: Items shaded grey have been completed