

Friends of the Ridgeway Surgery
PPG meeting minutes
Tuesday 4th November 2025 at 6:30pm

1. Present:

Ella Thompson
Cicely Thomas
Karen Evans
Anne Wakefield
Ian Campbell
Wendy Rigby
Carol Rogers

Apologies:

Adam Aston, David Jones, June Smith, Naomi Joy Powell

Minutes taken by: Ashleigh Dodd

2. Minutes of last meeting – No problems

3. PPG Contract

See attached PPG Contract – KE kindly finalised the document. ET will print off copies of the back page for everyone to sign at the next meeting. Alternatively, if members could print one off, sign it and send ET a scanned copy that will also be fine.

The document will be reviewed annually by the PPG.

Other surgeries did not seem very keen on having a contract despite it being a legal requirement – to be discussed again at the next meeting.

4. Macmillan coffee morning

The surgery is holding a Macmillan coffee morning on 5th December 12-2pm. Ella has ordered the pack. A table will be put up in the waiting room with both sweet and savoury food and hot drinks available along with an honesty box for donations. Ella will be the point of contact so if anyone has any ideas/suggestions for this day, please let her know.

5. Health on the shelf event – Merry Hill 12-14th November

Health on the shelf is taking place over 3 days at Merry Hill 9am until 3pm. It is a community health event where the public can meet professionals from organisations including DGFT Pharmacy (BP & Health checks, Public Health, AAA screening, Your Health Dudley, Mary Stevens Hospice, Black Country ICB, Health Watch, Change Grow Live and many more. Everyone welcome so please do go along if you are available.

6. Winter Newsletter

The following to be added to the next newsletter: Ella's write up about her job role, details of the Merry Hill phlebotomy relocating, DNA's, information about Virtual Ward, promotion of the different leaflets available in reception and details about the Macmillan morning. Ian asked the group how long they want the newsletter to be- it was agreed more frequent but be edited down to 2 pages. New trainee GP's to write something for the next newsletter.

7. Surgery Report

Flu and covid clinics have gone very well. Having the clinics early on worked well. Thank you to the PPG for their support.

There is a new patient suggestion box in reception.

There is also now a staff suggestion box in the staff room, which is being used.

The pharmacy next door is under new management, which is working better. The new pharmacist is very keen and having weekly meetings with the surgery which is proving very useful.

Long-term condition appointments are being reorganised to ease the pressure for nurses.

Surveys are now done and ready to send out. There will be a link sent to patients along with paper copies.

8. AOB

- There is a webinar coming out for the chicken pox update so the surgery will know more after this.
- A discussion was held regarding the aims for future PCN PPG meetings and getting other surgeries more involved. It was suggested alternative people chair the meetings. David Gill to be asked next time? Also, to have a think about the purpose of the speakers and what is expected from the PPG.
- Update on Ladies Walk was given – the council is taking on the lease who will sublet to different organisations.
- CT suggested new GP's attend one of the meetings – ET will ask.
- CT updated the group about the previous health events at St James and St Francis. Thoughts about where to have the next one?

Dates and times of future meetings:

Friends of Ridgeway surgery – Ridgeway PPG – all at Ridgeway, starting 6.30pm

- 3rd Feb
- 7th April
- 2nd June
- 4th Aug
- 6th October
- 8th December

PCN PPG – all at 1.30pm, Northway Medical Practice
6 Jan 2026

- 21st April
- 21st July
- 20th October
- 19th Jan 2027

Thank you to everyone for attending.