**MINUTES OF THE VIRTUAL PPG MEETING HELD ON 15 DECEMBER 2020**

1. **Present:** JL, RS, ET, CHi, CHe, HD, JM, LC, MS, ND, PS, RC, SC

2. **Apologies:** AW, JW, BD, RF, ST, JR

3. **Welcome**

 JL welcomed everyone to the virtual meeting. CHi thanked JL, RS and ET for holding a meeting, during a very busy time for everyone at the Practice.

4. **Staff Update**

ET informed the meeting that Health Care Assistant NB, Receptionist EW and Apprentice Receptionist EC have recently joined the Practice.

RS announced that she will shortly commence maternity leave. CHi extended best wishes from the PPG.

5. **COVID-19 Vaccination Programme**

 JL informed the meeting that receipt of the Pfizer/BioNTech COVID-19 vaccines is imminent. Staff are busy putting infection control measures and fridge storage in place at the Practice, working closely with partners in The Mast Primary Care Network. JL is preparing a workforce rota, as staff will be required to work across Network Practices. Delivery of the vaccine is expected week commencing 28 December, although this may change. Eligibility for the vaccine will be prioritised, starting with those 80 years of age and over. JL asked anyone who is interested in providing voluntary assistance with administration/directing patient tasks, to contact her.

PPG members asked the following questions:

Q. **When will NHS staff be vaccinated?**

A. In the second cohort. The second cohort will commence as soon as we have completed the first cohort and when we receive our next vaccination delivery.

Q. **How will the COVID vaccine be given, and at what intervals?**

A. It will be given as an injection to the upper arm. It is given in two doses at least 21 days apart.

Q. **How will patients be informed about their appointment?**

A. Possibly through the National Recall System but this is yet to be confirmed. We should have more detailed information by the end of the week.

ET reassured the PPG members that the Practice will get in touch with patients when their vaccination is due. Patients are requested not to ring the practice.

6. **ANY OTHER BUSINESS**

**Defibrillator**

ET informed the meeting that the Practice requires a second defibrillator, and asked PPG members to consider fundraising ideas or grant opportunities. Ideas/suggestions to be discussed at the next meeting.

**Facebook**

The Practice now has a Facebook account, which is intended to be an information platform, and additional form of communications. CHi to publicise in our Newsletter.

7. **DATE AND TIME OF NEXT MEETING**

JL thanked everyone for joining the meeting and wished everyone a very Happy Christmas.

Our next meeting will be held in approximately 8-10 weeks’ time.

The meeting ended at 18:25.