Reading Patient Voice Group Agenda 21 Oct 2026

Thames Valley Integrated Care System

Reading locality

Co-chairs: Catherine Mustill, David Cooper
Treasurer: Jill Lake **Information Officer: Tom Lake**
Membership Officer: Tom Lake **Data Officer: Francis Brown**

Hybrid Meeting of the Reading Patient Voice Group

Time: 6pm on Wednesday 18 November 2026

Venue: Online via Teams and in person in Room 1, Reading Civic Offices, Bridge Street

Chair: Catherine Mustill

For Teams use and tips please see below.

MEETING LINK Please click here to join the meeting via Microsoft Teams

Meeting ID: 318 259 226 657 081 Passcode: oZ74fU6N

There is also a link for those attending online on the web page reached via this link: Please click here for the meeting announcement web page

Date: Wednesday, 18 November 2026 Time: **6.00** - 7.30

1.	Apologies and Introductions	6.00-6.05
2.	Minutes of last AGM	6.05-6.10
3.	Remarks by co-chairs	6.10-6.25
4.	Treasurer's Report	6.25-6.35
5.	Data Officer's Report	6.35-6.45
6.	Information Officer's Report	6.45-6.55
7.	Election of Officers - Cathy Cousins to chair	6.55-7.05
8.	Topics for 2027	7.05-7.15
9.	Action Log	7.15-7.20
10.	Reports from PPGs	7.20 - 7.30
7.	AOB (please mention to chair on arrival) & forthcoming meetings	7.25-7.30

Next Meeting:
19 January 2027 - Virtual Wards **PTO**

1 Directions

Directions to Venue

Please enter the Civic Offices from Bridge Street and proceed to Committee Room 1.

Information for Those Attending Online

Time: Wed 21 October 2026, 6pm - 7.30

MEETING LINK Please click here to join the meeting via Microsoft Teams

There is also a link for those attending online on the web page reached via this link: Please click here for the meeting announcement web page

You do not need to be using Microsoft Windows to join the meeting online. You can use any computer or phone which supports the freely available Google Chrome, Microsoft Edge or Safari browsers.

Advice and Tips on Using Microsoft Teams

Browsers Microsoft Edge or Chrome or Apple Safari are best for using Microsoft Teams.

When you click on the above link you should be shown a screen which offers you either to continue in the browser or to use the Teams app. It is fine to continue in the browser if you do not have the app and that is the easiest thing to do. Make sure your browser is using full screen or you may miss something.

After making your choice you should be shown a screen with the view from your own camera, logos of a microphone and of a film camera, and a button labelled "Join Now". There may be an invitation for you to enter your name - if so please do so. You can switch your microphone or camera on or off by using the clickable buttons to the right of the microphone and camera logos. When you are happy with the setup please click on "Join Now".

You will be held in a waiting room until admitted - so it is very useful for you to have entered your name at the previous stage. Once admitted you will see some of the participants and some round logos with initials of others.

The controls appear when you move your cursor to the lower part of the screen in the middle (or for some it may be the upper part - please try it out). The controls have logos for the camera and microphone and you should see a hand which allows you to "electronically raise your hand" (and then to lower it again). There is a speech bubble - click on it to show a side panel or window which contains the chat - text messages exchanged by people attending the meeting online. There is a logo of several persons - click on it to display a side panel or window showing all attendees and whether they have raised their hands. Please use the microphone logo to mute your microphone most of the time, but unmute it when you are invited to speak.