



Chair Person Diane Kent	Members Ken Newborough Tom Constable	Terence Connolly David Jaynes Sandra Roe	Pat Brenan Ann Castle Stan Watkinson
Deputy Chair Hay Sharma	Rich Bishop Chris Gabriel Dorothea Doyle	Kevin Roe Tyler Brocklehurst Kristina Parnandi	Mike Lathbury Sylvia Golds



WHITESTONE SURGEY PATIENT PARTICIPATION GROUP (WS-PPG) MINUTES OF MEETING HELD ON THURSDAY 22nd SEPTEMBER 2016 @WHITESTONE SURGERY CONFERENCE ROOM

PRESENT

Di Kent Chairperson
Hay Sharma Vice Chairman
Chris Gabriel, Pat Colledge, Sylvia Golds, Ken Newborough, Dotty Doyle, Tom Constable

In Attendance

Dr Simon
Mike McMillan CAB Advisor

1. APOLOGIES FOR ABSENCE

David Jaynes

2. TO AGREE/APPROVE MINUTES OF MEETING HELD 09/06/16

Minutes approved

3. MATTERS ARISING FROM MINUTES

All matters contained within the minutes

4. UPDATE/REPORT BACK FROM MEETINGS/ORGANISATIONS

I. WNCCG

Dr Simon reported on happenings including changes with Chief Officers and the work being undertaken with Coventry and Rugby

II. NW-PPG FORUM

Hay had attended the most recent meeting and reported on a document which had been produced which members had discussed and altered to a more reader friendly version, final version awaited. He also highlighted concerns expressed by attendees at the GEH AGM mainly lack of senior personnel. A letter of concern was being sent from the Forum. Discharge and take home medicines was discussed again. Tom Constable suggested a private pharmacist. This would be taken to the next meeting. Date of the next meeting 7th November 2016 Hay attending on Di's behalf. Di also asked members to forward their names if they would like to attend

III. NAPP

Di and Hay reported back on their attendance at the presentation of the Corkill Award, Di also highlighted new contacts and requests for information resulting from this. Di also confirmed circulation of recent bulletins

IV. ANY OTHER MEETINGS OF RELEVANCE

Sylvia Golds reported on her attendance at the NWCCG. Di reported on her attendance at the Practise Manager meeting. Hay and Di reported on a meeting instigated by Dr Simon and Jeff Morgan at

which joint working was discussed. Receipt of Action/outcome follow up still awaited.

5. TO RECEIVE PROGRESS REPORTS ON PROJECTS

I. SILVER SURFERS

Tom reported on the donation of some kit. Discussion took place re future of Silver Surfers and collaboration between other groups/projects and also a name change. He also referred to the way forward re rolling out programmes. Support group, mailshot and questionnaires. Whilst a very constructive discussion took place it was agreed a half day workshop would be beneficial. Tom and Ken agreed to look for venues Di to sort dates.

DATE CONFIRMED AS WEDNESDAY 19TH OCTOBER 2016 10 AM - 12.30PM MEMBERS PLEASE NOTE. VENUE WHITESTONE PRACTISE. TOM SORTING THE CONFERENCE ROOM FOR US CAN PAM PLEASE NOTE PLEASE CONFIRM YOUR ATTENDANCE WITH DI

II. CARERS CAFÉ/GUIDEPOSTS

Di firstly thanked Chris Gabriel for all her hard work, effort and support this was greatly appreciated. Chris had been instrumental in setting up the Carers Cafe. Unfortunately due to other commitments Chris was stepping down but agreed to attending when time allowed. Dotty had agreed to continue leading the project with our new recruit Pat Colledge. Di thanked Pat for her help so far and welcomed her to the group. Carers Café would also be discussed at the forthcoming Workshop. Dotty gave a progress Report to the group which included theme sessions, phone in service and the Xmas lunch for Carers. This would be on the 15th December 2016 Dotty and Hay would be informing members of the arrangements. Members interested in attending to let Dotty/Hay know

Di then referred to some documentation produced by Debbie from Guide-Post which would gather useful data for audit purposes

III. CAB

Mike McMillan CAB advisor was introduced to the group. Mike outlined his work in Mental Health and also the work he presently undertakes for CAB. Sylvia updated re her work with the Practise and referenced referrals

IV. JOB CLUB

Nothing to report



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V. SHARING COMMUNICATING OUR WORK

Di informed the meeting of contacts since the Corkill Award and also confirmed she had told colleagues at the NWCCG-PF of our willingness to share our work

VI. ANY OTHER ISSUES

6. QUALITY

I. COMPLAINTS/SUGGESTIONS PRACTICE

None to Report

II. PPG QUALITY FRAMEWORK

Di and Hay to work on this and report to the next meeting

III. VISITS HEALTHWATCH/CQC

None to report

IV. PROGRESS TOWARDS DEVELOPMENT PLAN 2016

On track

V. ANY OTHER ITEMS

None

7. OPEN DAY 2017!!!

Dates were discussed since our meeting Ken has confirmed the date which will be Saturday 10th June 2017. Dates for diaries please. Can you let me have suggestions for themes please?

- Dr Simon can you notify partners please.

8. PPG ISSUES

I. ONGOING EVALUATION OF PPG

Continues

II. 2017 DEVELOPMANT PLAN

Di asked for suggestions

III. ANY OTHER ISSUES

None

9. COMMUNICATION/SOCIAL EVENTS

I. WEBSITE MONITOR/WAITING ROOM

Resulting from Workshop it is anticipated mail shots etc. will be necessary

II. CALENDAR OF EVENTS

Hay dealing with. To let us have dates/arrangements for Christmas lunch

III. NEWS LETTER/NEWS ALERTS

Christmas newsletter ideas please



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IV. DIRECTORY OF SERVICES

Tom to check with Mike re progress. Guideposts have produced one and it is hoped joint future working could see the development of a combined one

10. ANY OTHER BUSINESS

NONE

11. DATE AND TIME OF NEXT MEETING

THURSDAY 8TH DECEMBER 2016

REMINDERS

- **WORKSHOP 19TH OCTOBER 2016 10AM-12.30**
- **CARERS CHRISTMAS LUNCH 15TH DECEMBER 2016 (DOTTY AND HAY ACTIONING)**
- **OPEN DAY 10TH JUNE 2017**