

**WHITESTONE SURGERY PATIENT PARTICIPATION GROUP (WS-PPG)**

**MINUTES OF MEETING HELD ON THE 21<sup>ST</sup> JULY 12pm AT THE WHITESTONE SURGERY IN  
THE CONFERENCE ROOM**

**PRESENT**

Di Kent (DK) Chair

Hay Sharma (HS) Deputy Chair

David James (DJ) Sandra Roe (SR) Kevin Roe (KR) Ken Newborough (KN) Edwin Pudge (EP)

Chris Gabriel (CG) Thomas Constable (TC)

**REPRESENTATIVES FROM WS SURGERY**

Amanda Lloyd (AL) Pam Senter (PS)

**IN ATTENDANCE FROM SAVE THE CHILDREN**

K Cherry (KC), Mary Gibson (MG)

1. **WELCOME INTRODUCTION APOLOGIES.** No apologies had been received. DK welcomed all present, as this was her first meeting a brief introduction into her background and work in the NHS was given. All present then gave a brief introduction of themselves. KC and MG from Save the Children were welcomed
2. **PREVIOUS MINUTES MATTERS ARISING.** AL updated on issues raised at previous meetings. Discussion took place re installation of ramp TC pointed out health and safety issues with the design etc of this. It was agreed that whilst things were still needing attention, Dr Simon and the staff had made major progress with improvements and the transformation of the `Surgery`, which was described by members as an incredible achievement.
3. **DRAFT WS-PPG HEADED PAPER.** Members considered the previously circulated DRAFT SAMPLE. Discussion took place and it was agreed that the telephone number of the Chairperson should be inserted then the paper was ready for use **POST MINUTE NOTE.** AFTER FURTHER THOUGHT AND DISCUSSION WITH Dr Simon IT WAS AGREED **NOT TO INSERT THE CHAIRPERSONS TELEPHONE NUMBER ON THE LETTERHEAD.** INSTEAD, A NOTE COULD ALWAYS BE INSERTED ON ALL COMMUNICATION STATING/ ADVISING ANY COMMENTS Re CONTENT OF LETTER/COMMUNICATION PLEASE CONTACT RECEPTION AT WHITESTONE SURGERY IN THE FIRST INSTANCE  
**Dr Simon to agree and action**
4. **UPDATE FROM MEETINGS.**
  - I. **WARWICKSHIRE NORTH CLINICAL COMMISSIONING GROUP/WS-PPG** as Dr Simon was not in attendance the group agreed to defer the item. KN asked the purpose of the group DK/AL explained briefly its role and relationship with WSS (Whitestone Surgery)
  - II. **WARWICKSHIRE NORTH PATIENT GROUP FORUM (WNPFG) (7/7/14)** DK briefly outlined the purpose of the group. HS had attended for DK and gave an outline account of the meeting highlighting issues for our Groups

consideration they were, Issues Log this was a log of items causing the members concerns eg ambulance response times, lost notes, phlebotomy services, members of WS-PPG agreed to report to the meeting any issues they became aware of. Cancer Screening Services. Integration of Hospital, community and social care, a request was being made for information from PPG's re issues affecting the following, links between community services and hospitals for those patients being assessed and discharged into the community, District nursing services, rehabilitation services, physiotherapy services, occupational health services, integration between health and social services, social services specifically, reablement, respite care, carer services, equipment services. Members agreed to forward any comments to DK in readiness for deadline date of 20<sup>th</sup> August 2014. In addition DK/AL to meet to discuss comments. HS then reported on a document PUT PATIENTS FIRST: BACK GENERAL PRACTICE. This included a petition which all members were encouraged to sign and DK also requested members encourage friends family etc to do likewise.

5. PRACTICE DEVELOPMENT PLAN/ THE GROUP/DEVELOPMENT/PROGRESS/ACHIEVEMENT Reference was made to the PLAN after much discussion members decided that in the first instance a framework, aims and objectives, terms of reference were required. DK agreed to draft a document for circulation and discussion at next meeting
6. BACK TO SCHOOL OPEN DAY 4<sup>th</sup> SEPTEMBER 2014. Re draft invitation letter it would seem that the draft was a template which would be used for the letter. Members discussed many aspects relating to the Open Day including stalls venues etc. Whilst some excellent ideas were exchanged DK stated that in this instance the purpose and venue had been agreed however the ideas presented could be used in future planning of such events. KC and MG put forward some ideas about how they organised Save the Children Events which was welcomed. DK asked for ideas for stalls and `volunteers to man the same` Every member agreed to be involved. TC agreed to produce a plan of the car park so the area available was known. TC has since provided this and the plan produced will serve invaluable for future planning too. Thank you TOM. DK to prepare a list for circulation so members were aware of their `commitment` and action required
7. ANY OTHER BUSINESS.HS suggested that at future WS-PPG meetings consideration should be given to the inclusion of a twenty minute talk on some topical subject eg Prostate Cancer, health promotion etc members agreed this would be useful, consideration to be given to the organisation of this. DK/HS/SS to discuss and arrange. KC/MG gave an account of their work with Save the Children and explained about the Plant Farm and how their group functioned. They also offered their help in the forthcoming Open Day and offered their premises for parking. DK thanked them for their involvement. Some members commented on difficulty with

online access PS to action/ sort. TC had previously contacted DK re Community Notice Board for the WS-PPG. AL/PS confirmed there was one in existence and advised anyone wishing to contribute should ensure that the information is in Power Point format. Discussion took place re advertising on notice board TV screen it was agreed that this was not considered appropriate. Discussion also took place re Gardener/handy man AL informed the meeting of progress with this. Questions were raised re appointment of a female GP advised `watch this space` as efforts were being made to recruit. HS suggested members should consider a social event for themselves eg Christmas, members agreed and this would be discussed at a forthcoming meeting. DK thanked all present for their contribution to a very lively and productive meeting

**8. DATE and TIME of NEXT MEETING (s)**

**14<sup>TH</sup> AUGUST 2014 @ 1PM TO FINALISE OPEN DAY INVOLVEMENT**

**9<sup>TH</sup> OCTOBER 2014 @ 1PM WS PPG 3<sup>RD</sup> MEETING**