



Chair Person	Members		
Diane Kent	Paul Stokes	Terence Connolly	Jonathan Healy
	Sylvia Clayton	Edwin Pudge	David Jaynes
Deputy Chair	Ian Sweeney	Chris Gabriel	Sandra Roe
Hay Sharma	Teresa Duffield	Ken Newborough	Kevin Roe
	Tyler Brocklehurst	Thomas Constable	Lana Stokes



**WHITESTONE SURGERY PATIENT PARTICIPATION GROUP (WS-PPG)
MINUTES OF MEETING HELD ON THE 9TH OCTOBER 2014 AT WHITESTONE SURGERY IN THE
CONFERENCE ROOM**

PRESENT

Di Kent Chairperson
Hay Sharma Deputy Chairperson
David Jaynes, Sandra Roe, Ken Roe, Ken Newborough, Terry Connolly, Ted Pudge, Chris Gabriel, Thomas Constable, Tyler Brocklehurst

In Attendance from WS

Dr Sacha Simon Amanda Lloyd

In Attendance for item 7

Aman Johal Tracey Adcock (Clinical Research Network)

1. **WELCOME INTRODUCTIONS.** Di welcomed Tracey and Aman from Clinical Research Network who gave a brief introduction of themselves and their work. Tyler Bocklehurst was also welcomed to his first meeting of WS-PPG and then members gave an introduction of themselves.
2. **APOLOGIES FOR ABSENCE**
None received.
3. **TO AGREE/APPROVE MINUTES OF PREVIOUS MEETINGS.** Both were approved.
4. **MATTERS ARISING FROM MINUTES.** Amanda updated re Gardener/Handyman and it was confirmed Zibah`s husband was presently undertaking these duties. Re appointment of another GP Dr Simon informed the meeting of the process and the difficulties encountered however he confirmed despite the difficulties he was optimistic that in the future a female doctor would be recruited to the practise.
5. **TO DISCUSS AND AGREE DRAFT TERMS OF REFERENCE FOR THE WS-PPG**
Di referred to the previously circulated document which she had produced. Discussion took place regarding the content. It was agreed a two year term of office was appropriate and it was further agreed that the present Chair and Vice Chair could be re nominated/re elected at the end of their term of office. It was also suggested that to ensure continuity there should be a lead in period for the incoming Chair and Vice Chair, to confirm this, the election for these posts would take place June 2016 and the successful applicants would work with the present Chair and Vice Chair for a three month period which would mean they would take up post in the Month of September 2016. Core membership for the group was agreed as 10-15 active members. It was agreed that to be quorate there should be a minimum of five PPG members and at least one member of Whitestone Surgery Staff. Administration support, at the present time Di as Chair is able to do this with the help of Pam when necessary however this is an item that may need to be reviewed after the first twelve months of the PPG. Di agreed to finalise the document and circulate to all members.
6. **UPDATE /REPORT BACK FROM MEETINGS.**
 - I. **WNCCG-** Nothing to report
 - II. **PERFORMANCE ASSURANCE FRAMEWORK VISIT.** Dr Simon reported to members the outcome of the recent visit, referring to the Report he and the Practise Manager had compiled in readiness for this. (Di/Pam had circulated to

Members prior to meeting) Overall the opinion was that Whitestone provided a good service and there had been significant, overwhelming improvements since the last visit. The work of the Practise was fully supported by the visiting officers Members were pleased with this outcome however it was realised that there was still work to be done and members pledged their help and support with this

III. **NWCCG-PPG FORUM.** Di reported back on her recent attendance at the meeting including the comments the WS-PPG had submitted re Integration of Hospital, Community and Social Care. Di also referred to the discussions which took place re the NWCCG Annual Report and the commissioning intentions. Di then informed the meeting that at the next NWCCG-PPG FORUM Dementia was the topic for discussion and asked what was being done at the Practise for carers and support groups. Amanda confirmed the outcome of tentative discussions re this and outlined work she would like to develop at the practise. A very useful, constructive discussion then took place between all present concluding in the development of `carer cafe`s`, questionnaire for Carers, and, with the help of the physiotherapist, the development of mental agility classes for the patients. Chris Gabriel also mentioned groups already in existence including the Dementia Friend and the Dementia champions. PPG members were enthusiastic about future developments at the practise and it was agreed Amanda would lead with the Mental Agility classes for the patients. Di to ask Chris if she would be willing to lead with the development of the Carer Cafe at the surgery. Chris would also need help and assistance from other members in the group with this development we will however leave the enlisting of help to Chris. It was also suggested that a questionnaire could be compiled to use with Carers, Di to draft and circulate this for comments. Di thanked members for their contribution to an invaluable, constructive discussion about a very emotive, topical issue which clearly was something members wished to get involved with.

7. CLINICAL TRIAL/RESEARCH/STUDY-WS. (IN ATTENDANCE AMAN JOHAL & TRACEY ADCOCK-CLINICAL RESEARCH NETWORK)

Aman and Tracey outlined the work of the University, the involvement of staff at the University, their own catchment area for research projects, together with the stringent controls including ethical approval any research project were subjected to prior to commencement. They confirmed that Whitestone Practise were Research Active and the projects being undertaken were `HEAT`, Helicobacter Eradication Aspirin Trial, and `CANDID`, CANcer DIagnosis Decision rules (early cancer detection) Tracey confirmed the involvement of Dr Simon and Amanda and outlined the feedback and reporting mechanism. Aman talked about other research projects presently being undertaken elsewhere including `DAPA` Dementia and Physical Activity members were extremely interested in this specific project and asked if Whitestone could be involved. Dr Simon and Aman to discuss. Aman also mentioned Patient Led Research members expressed an interest in this Aman to contact Di to pursue. Aman and Tracey circulated the Participate magazine and also confirmed that future copies would be made available. A question and answer session took place. On behalf of the PPG Di expressed sincere thanks to Aman and Tracey for the time taken and the very constructive, informative session and again expressed the groups keenness to be involved where and when appropriate.

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8. **REVIEW OPEN DAY/RESULTS OF SURVEYS/FUTURE EVENTS VISIT TO MAYORS PARLOUR.** Brief discussion took place re Open Day; overall it seemed the event had been successful and productive. It was agreed lessons had been learned which could be used in future planning of events. It was also agreed that future events should allow sufficient/more time for planning in particular media involvement. Di confirmed the date and time of the visit to the Mayor's Parlour this is THURSDAY 23RD OCTOBER 2014@ 2PM. It was agreed to meet in the RECEPTION AREA/FOYER of the COUNCIL HOUSE at 1-45 pm
9. **TO NOTE**
- I. **NHS CHOICES.** Reference was made to previously circulated information re results of survey. The group commended Dr Simon and his staff on the excellent results achieved and stated this was the result of very hard work and total commitment and dedication to the Practise. Issues were raised about the information relating to the previous Doctors results and asked could it be removed from the website. Dr Simon stated this was being addressed but unfortunately would not be immediate due to the system/process required for removal
 - II. **JOB CLUB PROJECT.** No response re bid for funding received to date. Despite the lack of any funding the work to date had seen 6/7 referrals to the Project. It was agreed to invite Breese Stevens to the next PPG meeting to do a presentation. Hay would organise this accordingly.
 - III. **EMAIL FROM TOM CONSTABLE RE COMPUTERS.** Tom outlined to the meeting his thoughts on the development of an area within the Practise which could be used to develop basic computer skills. This concept was endorsed by Dr Simon, Amanda and members of the group. Tom would lead this development. Tom also enlisted the help of Tyler.
 - IV. **OTHER INFORMATION OF RELEVANCE.** Nothing to report.
10. **SOCIAL EVENTS/ CALENDAR.** Hay reported to the meeting arrangements for the meal. Unfortunately due to commitments the date had to be changed. It is now THURSDAY THE 27TH NOVEMBER 2014. Hay asked that members complete and return the slip to him with meal selection by Thursday the 23rd October 2014. Hay also mentioned a calendar for Visiting Speakers to our meetings, as mentioned above, Breese Stevens to be invited to the next PPG meeting. Members to forward any other suggestions. It was considered that all 'Partners' should be invited in due course however as Dementia appeared to be of great interest it was decided to invite a representative from a relevant organisation as soon as possible to address the PPG. Chris and Hay could action this on behalf of the group.
11. **ANY OTHER BUSINESS.** Tom informed the meeting of his wife's recent visit to the practise and he wished to convey her sincere thanks to Amanda for the excellent care and advice received. Di raised the issue of media coverage and how the PPG could develop this for the group. Newsletters, News Alerts, Website were all discussed. Hay will deal with the website and Di to consider the production of Newsletters. Di and Hay to speak to Ken to enlist his help with the media group. Di thanked all members and attendees for their input to a very constructive and productive meeting
12. **DATE AND TIME OF NEXT MEETING**
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THURSDAY 22ND JANUARY 2015 @ 1PM IN THE CONFERENCE ROOM AT
WHITESTONE SURGERY