



Chair Person Diane Kent	Members KenNewborough Tom Constable	Terence Connolly Edwin Pudge David Jaynes Sandra Roe Kevin Roe TylerBrocklehurst KristinaParnandi	Ann Castle Pat Brennan Mike Lathbury
Deputy Chair Hay Sharma	Rich Bishop Chris Gabriel Dorothea Doyle		



Whitestone Surgery Patient Participation Group (WS-PPG)
Minutes of Meeting held on 10th September 2015 @ Whitestone Surgery

Present

Di Kent Chair
Hay Sharma Vice Chair
Dr Simon GP (Item 5&6)
Amanda Lloyd Practise Nurse
Heather Miller Job Club (in attendance item 6)
David Jaynes, Sandra&Kevin Roe, Ken Newborough, Dotty Doyle, Ann Castle, Pat Brennan, Mike Lathbury.

Apologies

Tom Constable
Chris Gabriel
Kristina Parnandi

1. Welcome Introductions New Members: Di welcomed Ann, Pat and Mike to the first PPG meeting
2. Apologies for absence as above
3. To agree and approve minutes of meeting 4th June 2015
Same approved
4. Matters arising - none received

5. Update Report Back from Meetings

WNCCG: Nothing of relevance to report

NWCCG-PPG Forum: HS reported back from recent meeting where the following items were discussed. Car Park charges and revenue, Chiropody services- Di had highlighted this as a problem despite denial at a previous meeting of its existence members on research had found to the contrary. Further investigation now to take place. No nominations had been received for post of Vice Chair of the group members to re-consider. Hay circulated information re forthcoming AGM to be held 17th September 2015. Continuing Care Hay reported to the meeting areas of inclusion and informed a paper would be received with the minutes. Karen Ashby spoke to Hay re Whitestone PPG actions and developments and complimented them on same; Karen also requested information to be put on relevant website. Camphill Walk in Centre- apparently there were problems with this and Hay asked the Group to forward any issues they were aware of.

OTHER MEETINGS OF RELEVANCE: Dr Simon outlined his discussion with Marcus Jones which included Map of Warwickshire and the distribution of GP Practises and the consequence of the lack of GP'S in this vicinity.

6. Feedback re Open Day 5th September 2015

Dr Simon reported back on the enthusiasm expressed by MP. After much discussion between members and attendees the following points were raised.

Lack of attendees was this due to day, time, and theme. It was agreed it could be all of these,

Circulation of leaflets unfortunately it would appear leaflets were not delivered as expected and this could have been an issue

Venue is this the most suitable

Stalls could be more inviting

Wording of leaflet? Too much information? user friendly

Car Parking, apparently neighbours complained about congestion

Positioning of stalls, could this be better so that they are more visible

Future action

Various suggestions were made which concluded in the following options

1. PPG to hold an AGM/Health Fair. Partners would participate in this
2. Use a venue in town e.g. Ken`s Church, similar event to Whitestone but perhaps more attractive design to stalls. Ken to pursue the possibility of using the Church
3. Team up with a larger organisation and provide a PPG/Partners stall all members/partners could be involved and `man` the stall on a rotational basis.
4. Have a stall on market day for Whitestone-PPG/Partners

Bullet points 1 and 3 appeared to be the favoured options Dr Simon to consider and advise group of his choice

Could it be we do both 1 & 3? Could members please let Di have views as soon as possible please

Do we need a small working party to action this ? Let Di have your views

Di thanked most sincerely all present for their help and support and also stated that whilst we would all have liked more attendees the day was a success in terms of Teamwork with members, staff, partners, helpers and the Community.

Di had done thankyou letters for members. Partners, donators, guests and Helpers.

Dotty would deliver letters to all her donators and special Guest Laura

Hay would deliver letters to his donators

Di to deliver to her donators

Amanda to sort Holiday in Tenerife with prize winner, Amanda also dealing with delivery of thankyou letters for Asian Hamper, Personal Trainer

Ken on behalf of the group thanked Di for her organisation etc.

7. Receive Update/Reports re Projects

JOB CLUB: Heather due to commence 11th September 2015

SILVER SURFERS: Mike updated on work so far and outlined the future development/partnering with Leanne Patrick leader of a Government funded Project. Leanne had attended Silver Surfers the previous evening and had done some work with Sandra, our PPG member who is also attending Silver Surfers. Both Sandra and Husband Ken have been attending Silver Surfers sessions and are both progressing extremely well. Congratulations to both. Tom project Lead is now arranging a `brainstorming` session to agree the way forward

CARERS CAFÉ: Dotty updated re progress so far and outlined a possibility for the future-`befriending service`. Dotty to produce a paper for consideration Mike mentioned joint working with Silver Surfers Carers Café this concept to be pursued

Discussion then ensued re the development of a Directory of services available at Whitestone, district, county and National level which would be useful to all. Sandra and Mike agreed to work on this and report back.

Di suggested a good contact would be Kerrie from GUIDEPOST

ITEM IV & V: Nothing to report

8. Quality- Issues/Concerns/Comments

Note change of heading.

Di advised about her work so far with `Frame Work` will keep the group advised.

Nothing else of significance to report

9. Communication

i **Website/Monitor:** Hay updated

ii **News Letter/News Alerts:** Di updated re the final circulated version

iii **Maintenance Positioning of Notice Board:** Discussion took place re lack of prominence with the positioning of this. Mike/Sandra to deal with this and report back

10. Social Events Calendar

Hay asked for ideas re speakers/sessions. Ann informed the group of a person who did sessions re `mindfulness and stress reduction` Ann to let us have more information Hay also asked for volunteers to help.

POST MEETING Pat has agreed to help Hay with Calendar etc.

11. Any Other Business

i **PPG:** Leaflet all members had received copies. Di informed members that it was now the Whitestone Leaflet as opposed to PPG.



Chair Person Diane Kent	Members KenNewborough Tom Constable	Terence Connolly Edwin Pudge David Jaynes	Ann Castle Pat Brennan Mike Lathbury
Deputy Chair Hay Sharma	Rich Bishop Chris Gabriel Dorothea Doyle	Sandra Roe Kevin Roe TylerBrocklehurst KristinaParnandi	



ii Buddying with Age Concern: Members thought this may link into the production of the `Directory` and would consider the possibility of this as it developed

iii PPG Membership/Structure: Concern was expressed about numbers, Di suggested not all members were able to attend meetings but had skills and experience to offer to the PPG. It was agreed to maintain the structure for the time being.

iv NAPP: National Association of Patient Participation

Di outlined the benefits of joining the Organisation. All members agreed this could be beneficial. Completed Application form given to Amanda for actioning.

12. Date and Time of Next Meeting

Discussion took place re dates. It was agreed to combine cheese and wine (XMAS CELEBRATION!) and meeting same to be held NOVEMBER 12TH 2015 1PM @ Whitestone Surgery

Di and Members THANKED AMANDA most sincerely for all her help support and hospitality always greatly enjoyed and appreciated.

THANK YOU AMANDA.