

WILSON STREET SURGERY
PATIENT PARTICIPATION GROUP

**Wednesday 13 March 2013,
6.30pm. Wilson Street Reception**

Present: Dr Susie Bayley, GP Partner, Sue Altoft, Practice Manager,
SB, RH, KH, JH

Guest: Claire Haynes, Engagement Manager, SDCCG.

This is the first face to face meeting of the PPG and Sue Altoft welcomed the patients that were present along with Claire Haynes from the Southern Derbyshire Clinical Commissioning Group (SDCCG).

There are 50 members signed up to the PPG, all of which were invited to attend the meeting. Some acknowledged the invitation and sent their apologies whilst others didn't respond.

Claire was complimentary and indicated that it was a good start to have a number turn up and we should consider the time and days of the week when it was best to meet to ensure as many PPG members could be included.

It was considered that Wednesdays are a good day for the surgery as there is only an emergency surgery in the afternoon. 6.30pm was considered a good time to ensure that the meeting didn't run on late in to the evening.

Claire went on to make a presentation to inform the Group of the changes in the NHS and the involvement of the Clinical Commissioning Groups. The presentation slides are available and form part of these Minutes.

The Group then discussed what a PPG is (and is not) and Claire had prepared a useful handout setting out some ground rules and details to encourage co-operative working. A copy is attached to these Minutes.

We discussed the Constitution document that Dr Bayley had prepared and it was agreed that as a starting point, we perhaps did not need volunteers for all the roles noted in the Constitution. It was decided that we would just manage with an 'interim' Chairman for the time being until the Group was established enough to support several posts. RH volunteered to act as 'interim' Chair and Sue Altoft volunteered to take the Minutes, liaise with PPG members and prepare Agendas.

Claire suggested that our Terms of Reference (or aims and objectives) could be as informal as we wanted them to be, provided they worked for the Group.

It was suggested that we look to undertake a questionnaire to gain patient's views as to the important issues for the PPG to tackle with the view that we can then feedback what has been done (in the format You said... We did).

Notice boards were discussed and Sue Altoft pointed out that as a result of the waiting room and Reception Desk renovations, the practice will be re-decorating and replacing all the notice boards. The patients present complimented Dr Bayley on the work she (and Dr Kirkcaldy) had done to improve the look of the boards and the information on them. RH suggested that we have a PPG notice board specific for the PPG to use to publicize and inform patients. ***This was considered a good idea & Dr Bayley will look into this. ACTION – SEB.***

Turning to the issue of future meetings, it was agreed by the Group that we would meet again on either the 3rd or 4th Wednesday in May when we will look to draw up Terms of Reference, prepare a questionnaire for Receptionists to hand out and add to the website and arrange an Open Forum meeting for any patients who may wish to attend to encourage an increase in numbers. ***ACTION - Sue Altoft-set date & prepare Agenda.***

Claire suggested that she would happily come to support the Group at either the next meeting or at the Open Forum and it was agreed that we invite Claire back to lead on the Open Forum meeting.

ACTION – Sue Altoft – distribute Minutes to PPG members for agreement & then attach to website.

Thank you to all that attended. Meeting closed at 7.55pm.