

COLLEGE LANE SURGERY
PATIENT PARTICIPATION GROUP MINUTES
THURSDAY 30TH JULY 2015

Attendees:

Patients

Lawrence Doyle, Andree Evans, Carol Dorking, Barrie Slinger, Stuart Ensor, Roger Whitworth, Sandy Gillian , John Whelpton, Philip Waine, Glenys Richardson, Terry Knight, Morris Barrows, Adrian Mosby, Kay Fish, Paul Barthram

Practice Staff and guest speakers

Dr Jordache Myerscough,(JM) GP Partner, Mrs Claire Broome (CB), Practice Manager, , Emma Woodall,(EW) Administrator, Gisela Clark, Wakefield CCG

1. Practice News
2. Dementia project update
3. Patient Group (PPG) next steps
 - Introductions
 - Role of the Chair
 - Role of the Secretary
 - Terms of Reference/Constitution
 - Agenda setting
 - Patient Group AOB
 - Frequency of future meetings and date of next meeting

1. Practice News

Claire introduced Dr J Myerscough, Emma Woodall and Gisela Clark to the group. The minutes from the last meeting were agreed and CB gave a quick update on practice news. (Presentation attached)

2. Dementia Awareness Project – Wakefield

CB confirmed that all clinical and non-clinical staff had now been trained on Dementia Awareness. The practice thanked all the patients who completed the Dementia audit with Emma Woodall. On the completion of the patients audit, an action plan has been agreed and is in progress which includes:

- Dementia Friendly signage, inside and outside the practice.
- New waiting room clocks.
- New toilet fittings.
- New notice boards

The practice are now registered with the National Dementia Action Alliance and are a “Dementia Friendly Organisation”.

In September the practice are holding an event to raise awareness of Dementia with several organisations taking part including a workshop for patients to attend. Details are on the practice website.

Dr Myerscough explained about the new work the practice is doing on identifying patients with dementia. He explained the rationale and the process for screening questions with the practice nurse and any follow up with the Doctor.

3. PRG Next steps

CB once again introduced Gisela Clark (GC) and informed the group that GC had been invited to speak to the group about forming an independent patient group and what the next steps were. The practice wishes to fully support an independent group who will work in conjunction with the practice. JM, CB and the practice staff then handed the chair over to GC and left the meeting.

GC explained to the group that Doctors, firmly believed that the group could be self-sufficient and about the different roles, responsibilities and actions needed for this to happen.

➤ Introductions

The group also stated that they didn't know each other and GC agreed to provide some desk top name badges for the next meeting which can be stored at the practice. It was agreed that introductions would be put on the next agenda for the next meeting so that everyone could introduce themselves and give a brief update as to their background and why they joined the group.

Action: Gisela to produce name plates.

➤ Role of the Chair

GC spoke to the group about the importance of having a chair and a brief description of what is expected was circulated. GC asked the group if anyone would be interested in taking on this position and Stuart Ensor expressed interest and the group voted for Stuart to become Chair. Following on from this.

John Whelpton agreed to become Vice Chair and the group voted in favour of this.

➤ Role of the Secretary

GC spoke about the role of the secretary and a brief description about the role was circulated. Lawrence Doyle offered to take on this role and the group voted unanimously for Lawrence to take on this role. GC explained to the group that whilst the minutes previously compiled by the practice were detailed the notes pulled together by the groups secretary only needs to consist of the actions points agreed.

The group agreed that something should be put in the Terms of Reference/constitution which will give them the authority to vote and change any member carrying out a role should they have a lack of confidence in them. GC also told the group that the practice are happy to print out any documents required by the group and will email all relevant

papers out to practice patients who have email and put them on the website.

➤ Terms of Reference/Constitution

An example Terms of Reference was circulated and GC agreed to send a further example to Stuart. Stuart agreed to produce a draft constitution to be circulated prior to the next meeting for further discussion. Lawrence will circulate this together with the agenda for the next meeting.

Action: Gisela to send Terms of Reference example to Stuart and Lawrence

➤ Agenda setting

GC spoke to the group about future agenda's and suggested that the group sets its own agenda at the end of every meeting. GC also suggested that it would be beneficial to invite Clair Broome the Practice Manager and one of the practices GP's along to the start or end of the meetings so that they can give a practice update and answer any questions that the group may have. GC also suggested the group rotates the GP's invited to the meeting so that they can learn about their individual clinical interests and to build relationships with them. The group agreed on the following items for the next meeting and Lawrence agreed to compile and circulate the agenda.

- ❖ Practice Update
- ❖ Terms of Reference
- ❖ Practice Statement
- ❖ Membership of Group
- ❖ CCG Network Update - Sandy Gillian

Action: Lawrence to compile and circulate agenda for next meeting

➤ Patient Group AOB

The group agreed that they would like a statement from the practice telling them what the practice expectations and requirements from the group are. GC agreed to speak to CB about this and for CB to send this direct to Lawrence the group's secretary so that it can be circulated around the group prior to the next meeting. GC also agreed to send a list of potential projects that the group for future discussion as well as an edited version of the toolkit that she shares with Practice Managers.

**Action: Claire Broome to send practice statement to Stuart and Lawrence
Gisela to send a list of potential projects to Stuart and Lawrence
Gisela to send toolkit to Stuart and Lawrence**

➤ Frequency of future meetings and date of next meeting

The group discussed how often that would like to meet and it was agreed that they would meet bimonthly, however if they are working on a specific project then it may be necessary to meet more frequently. GC informed the group that a meeting room within the practice would be made available for all group meetings.

The group agreed the **next meeting** would take place on **Thursday 24th September at 11.00am.**

Action: Claire Broome to arrange a meeting room.