



Present: Eric Webb (EW) Chair and the following committee members:  
Caroline Knight (CK), Janet Ambrose (JA), Betty Borfiga (BB), Marian Dornier (MD), Alan Storie (AS),  
Barry McLean (BM), Gill Frost (GF) - Stovell House Surgery, New members: Charles Ashworth (CA), Ruth,  
Raymond.

Minutes: Caroline Knight (CK) Secretary

Apologies: Bob Sleeman (BS),

CK ran through housekeeping procedures and the minutes from August's meeting were signed and approved.  
EW welcomed everyone and especially new members to the PPG committee.

### 1. **Review of Constitution (Chair)**

(EW) briefly outlined the need for all members to take a more active role in contributing to the running of the PPG and the need for members to affirm their commitments to the constitution:

(a) attending meetings external to the PPG meetings organised;

(b) team involvement – responsibilities of all not a few;

(c) asked members to verbally state what they felt their role was:-

(BM) to attend all meetings and disseminate information gathered to other members

(JA) to help with the smooth running of the surgery

(MD) supporting the surgery staff

(AS) promote health awareness e.g advising patients how to achieve this through diet, understanding individual responsibility

(BB) is eager to help - "spirit is willing"

(BM) attended meeting at carers association – found this very positive

(CK) talked about the importance that each member is timetabled to attend one external meeting and that this will be timetabled in 2018.

(EW) – spoke about the Newsletter and the need to have a working party to compile material.

(CK)- secretary will type and edit Newsletter.

Names were put forward to be part of working party and these were BB, AS, CA and MD

CK has put together a easy guide proforma to circulate to the Newsletter sub-committee – Jan'18

### 2. **Yearly Planner:** (CK) circulated draft 2018 planner and invited members to add and amend.

(BB) asked if this could be shared with family and friends to contribute to – (EW) affirmed this was for the PPG and surgery team only

BM, JA and Raymond asked for following initiatives to be included:

\*diabetes \*pancreatic cancer \*asthma \*lupus \*arthritis \*

(BM) asked if a guest speaker on diabetes could be asked to attend in health week.

Brief discussion about Health Week 2018 followed and included places to advertise the event, member involvement and possible locations that this could be held.

Decision was arrived to keep Health Week in July and (EW) suggested one PPG meeting in 2018 (possible May) to be dedicated to planning for this.

(CK) has updated the planner and circulated to Chair, Business Manager and PPG committee - Jan'18

### 3. **Recruitment Day:** (BB) feedback on the initiative to recruit and attract more members. Over all the feedback from patients was very positive and people were eager talk. Main observations from the day were the time constraints and the fact that many people were rushed. Ideas put forward:

- handrails needed at the sloped entrance to the surgery;
- CPR training as most of the general public do not know hat to do and when to help;
- Having courses from either St. Johns, BHF or Red Cross
- Buggy issues – the need to make parents with buggies more aware of giving space to those with mobility issues etc

(CK) to write a memo to surgery staff on the issues raised by patients and circulate once approved.

4. **Virtual PPG** – (CK) outlined the memo and guidance sent from Edith Todd re surgeries taking on board virtual PPG to increase membership and have a broader input for ideas etc. Ideas put forward to advertise this included and peak interest having adverts on notice board, on prescription reminders, PPG webpage. (CA) volunteered to organise setting up the webpage and manning the group. CK sought clarification on this (December 18<sup>th</sup> 2017) and was advised Surgery Partners and Business Manager do not wish to proceed with a Virtual group.

#### **AOB**

- Book donations for children library – PPG will look at ways to get books from Charity shops and advertise in the surgery for patients to bring in.
- PPG Newsletter – see item 1
- Additional meetings in 2018 – decision made to keep the number of meetings to x4 per year and AGM in March
- Possibilities of changing the times of meetings held at surgery to pm
- Parking – members asked about campaigning Council to get designated parking within the proximity of the surgery as meter system is problematic.

**Date of next meeting:** AGM March 2018 at the Surgery. Date and times to be confirmed

The meeting concluded at 11:15