

Minutes of the Wish Park Surgery Patient Participation Group (WPS PPG) held on Wed 28th Aug 2013 at Wish Park surgery from 1.30-3.00pm

1. Present

Sylvia New (chairman) Madeleine Sailani (treasurer), Jenine Milburn, (deputy chairman) Chris Redknapp, Edward Clay, Sanket Patel, (practice co-ordinator), John Kapp (secretary)

2. Apologies

Richard Allden

3. Minutes of the last meeting held on 3.7.13

The amended minutes were accepted as a true record. **Action; Sanket to post on website.**

4. Matters arising:

a) Use of 111 service

No reports have, as yet been received about this.

b) PPG poster

Jenine took a photo of the members at the meeting. It will also feature on our poster. **Action; Sanket to post on website.**

c) Terms of Reference

Sylvia had spotted a minor error which has been amended on the website.

d) Advert in the West Hove directory

Use of the surgery logo has been approved. Madeleine`s proposed wording was discussed and small adjustments were made e.g. `how you could help to improve services` and ending `Patients from other practices should ask at their own surgeries.` It was agreed to place this quarter page ad in 3 editions for £79. **Action; Madeleine**

e) New surgery at 193 Portland Rd

The practice has exchanged contracts with the developers. Building works should begin soon.

f) PPG social evening

The aim is to recruit new PPG members. It will be held either on Wed 23.10.13 or Wed 30.10.13 from 6.30-8.00 pm, subject to the Drs being available. Hopefully there will be more information re the new building by then. Sylvia produced a draft advert which will show the chosen date and be displayed on the waiting room screen etc. **Action; Sanket to invite doctors to be present and speak, and possibly, a representative from the developers. The date can then be finalised.**

5. Report on the PPG Network meeting on 8.7.13

Sylvia attended. David Bowden was elected chairman. Mike Randle and John McBride were elected deputy chairmen. Every practice was offered 2 visits focussing on the development of their PPG. Sanket said that these were not useful for Wish Park Surgery as things were already further along. However, ongoing CCG training is available.

We need to address our small number of members and ensure that we engage with all groups of patients across the practice. Sylvia had tried to contact Denise Bartup from Woodingdean PPG, a very active group, in order to get more ideas to improve WPSPPG. She will keep us posted if successful.

Funding was discussed during the network meeting. At WPS, PPG money has been earmarked for waiting room facilities at the new building. There is a national scheme with various steps to be achieved with supporting evidence. When fulfilled, the practice receives £1.10 annual payment per patient on their list. **Action 1; Sanket to find out what is required, where WPS stands in this process and whether there is anything the PPG can do to help.**

Action 2; Sylvia to send her report to John who will forward it to everyone.

5. Suggestion from Stephen Young to open windows and ensure that cups are available for the water dispenser.

Sanket opened the window of the upstairs waiting room. Patients need only ask at reception if they need assistance or cups.

6. Date of next meeting

Wed. 2nd Oct from 1.30-3.30 pm. The focus will be on planning the `Meet the PPG` social evening.

(John is unable to attend this meeting, but Edward has kindly agreed to take minutes. Sylvia will prepare the agenda.)