**Minutes of the Wish Park Surgery Patient Participation Group held on Wednesday 9th July 2014 from 1.30 – 3 pm.**

**1 Present:** Sylvia New (Chair) Edward Clay (Secretary), John Kapp, Patricia Slevin, and from Wish Practice, Sanket Patel.

**2 Apologies:** Peter Delahoyde, Jenine Milburn, Eileen Odem, Chris Redknapp, Madeleine Sailani, Richard Spong,

**3. Minutes of meeting 7th May** accepted.

**4. Matters Arising from meeting of 7th May**

a. Improving usage of available surgery resources: Sanket explained that the practice would install a new computer system (Windows 7) in the next two weeks and he would report briefly by email on how the information system would be strengthened; offering an opportunity to review progress in the light of Richard Spong’s report prior to a discussion at the next meeting timed to allow Richard to be present. **Action** Sanket and Edward.

b. Parking and patient access at the new surgery: The Practice has reviewed the area around the new site and concluded that enough parking could be available except between 8.30 and 9.00 when children enter West Hove Primary School. Based on the recent patient survey, approx. 20% of patients would come by car or be dropped off. A bar chart of the results will be available soon. The practice is taking steps to come up with proposals based on anticipated needs that can be included in a Traffic Plan covering designation of parking places, length of permitted meter parking and upgrading the pedestrian crossing west of School Road. The practice will keep the PPG informed of developments and include it in the consultation about the Traffic Plan. **Action: Sanket**

c.Practice Information:

* Website: will be reviewed when new system is in place.
* Practice Newsletter: is being considered for the period prior to opening of the new premises and beyond. This item will be kept on the agenda for updates. **Action Sanket**

d. Postbag: Portslade Walk-in weekend mornings Clinic closed at the end of May. The practice will keep PPG informed about out-of-hours services developments. **Action Sanket**

e. Membership Update**:** Presently we have 29 individual patient members as well as four managers of sheltered flats and care homes for info only and Sanket representing the practice.

f. WPS PPG is organising an information table at Wish Park Fair on 12th July: Ruth Lewis and Pamela Slevin offered assistance on the day to Sylvia.

g. PPG Network update: Sylvia and Edward attended a meeting on 4th July but as the meeting ran out of time due to item 5, no update was given. Sylvia will circulate a brief report.

5. The meeting was obliged to consider two further member-specific issues:

a) E mail list of members: the chairman drew attention to her letter to John Kapp who had e-mailed two press releases from his company to the membership using a out of date version of the e-mail list which he had previously been asked to delete, and that several members and former members had complained. John apologised and agreed to delete the list from his computer. The chair reiterated with full agreement of the PPG practice rep. that on grounds of both patient and confidentiality and internet privacy only the current Chair and Secretary should hold the membership list.

b) John Kapp requested a motion of the PPG to lobby the Brighton and Hove Clinical Commissioning Group to provide more funding for mindfulness courses for depressed patients including those offered by his company. The chair ruled and the meeting reaffirmed that such a motion was inadmissible because the ToR clearly state that the meetings are "not a forum for individual complaints, single issues, or for attempts to persuade others to take part in any activity where a member has a business interest or to influence what the doctors prescribe for individual patients.”

**6. Meeting closed promptly at 3 pm**.

**7. Date and time of next meeting:** to be determined in consultation with Jenine Milburn who could chair in the absence of Sylvia (Item a) **Action: Edward**