

**Culverhay Surgery  
Patient Participation Group  
Minutes of Meeting held:  
Tuesday 20<sup>th</sup> December 2016.  
6.45pm**

**Attendance from Practice:**

Caroline Pearmain, Practice Manager (CP)

**1) Apologies:**

Peter Beresford (PB) Scott Bryce (SB) Jennifer Dadd (JD) June Kent (JK)  
Dave Johnson (DJ) Derek Higgs (DH)

**2) Patient Group:**

Michael Sykes (MCS) Robert Maxwell (RM) Graham Cook (GC) John  
Bridges (JB) Gwen Bridges (GB) Greg Packham (GP) Christine Kocik (CK)  
Helen Berwick (HB) Philip Kendell (PK)

**3) Welcome New Member:**

MCS Introduced and welcomed new member Philip                      Kendell.

**4) Adoption of the Minutes 15<sup>th</sup> November 2016.**

Minutes were adopted and signed by Chairman MCS) there were no  
amendments.

**Action:**

**GB to pass to KH**

**5) Matters Arising:**

CP had been in contact with the surgery's insurers regarding the erection of  
mirrors at the entrance/exit to the car park. They felt that this was a planning  
issue. It would incur an increase in premium. The insurers would need to be  
aware of any potential changes. It is unclear who would be at fault in the  
event of an accident if it was argued that the mirrors caused the accident. It  
would require proof of who was at fault and that could be a lengthy costly  
process. A brief discussion followed around issues previously discussed.

**No Further Action**

Despite MCS attempts to contact CPSO regarding speeding traffic there  
had been no response.

## **No Further Action**

### **6) Surgery Update.**

i) CP has had written confirmation of the successful bid and the process that needs to be gone through. The process is long and laborious and needs to consider many issues such as due diligence and a tender process. Before a time scale can be agreed everything needs to go through NHS England. All work needs to be completed by March 2019. The arrangement for managing the project during the development/build is still unclear but the practice will be meeting with the architect again over the coming weeks to revisit the plans.

Dr Nafisa Rahim, ST2 Registrar leaves the practice at the end of February. She will spend 6 months at Cheltenham General then one year at a practice in Cheltenham. Members wished her well.

The practice will welcome Dr Diarmuid White in February. Dr White is a Registrar (ST2) who will be working in the practice for 6 months until August 2016. From August the practice will welcome Dr Sian Barford Turner - ST3 Registrar, who will work in the practice for a year.

## **No Further Action:**

### **7) Newsletter**

GB outlined the progress that had been made since the last meeting in terms of some of the articles put together since the last meeting.

Village Agent – Anne Robinson (AR)  
Active Gloucestershire – Sarah Haden (SH)  
Introduction from MCS  
Introduction from Dr Porter (DMP)  
Surgery Update from CP

GB advised that she had asked for photographs of AR and SH as requested by GP. GB agreed to forward these to GP.

GB had also been in touch with Ceri from Keep Warm Keep Well Fire Service and Ceri agreed to contribute an article about the services for the newsletter in the second edition.

**Action GB to follow up in March.**

GP had received the articles from GB and felt that the focus of the articles from Village Agent and Active Gloucestershire and those from MCS and Dr Porter needed some attention.

The articles from the Village Agent and from Active Gloucestershire were not as detailed in terms of the individual workaday duties as GP had hoped and expressed we should aim at keeping them simple and understandable. GP felt that more depth was needed for the reader to know what the role was of the person and what the service provided.

Also the articles from DMP and MCS were duplicated in the content and that MCS would need to change his article as DMP gave a good introduction.

PK raised the point about the purpose of the PPG and its role and function remaining on each newsletter for those people who join the practice after the first newsletter or those who only read the newsletter on the occasion they visit the surgery.

- It was felt that we should keep the format the same.
- That it was a brilliant format arrangement.
- The length the PPG had been running is 3 years not 2 years as written in DMP article.
- Some laminated copies could be left at the surgery.

8) **S & TP Article:**

The S & T P article had been circulated previously to members by GB. It sets out some very important changes that are being contemplated by the NHS.

People's views are being sought about these changes. GB explained that after reading this article it was clear that people could respond to the survey on line themselves and that it was probably better on balance that they should do so as this was about individual preferred choices for the changes to the services provided.

GB requested that members re visit the paper and decide if they wished to complete the on line survey.

9) **BJ of GP article on the Role of PPG.**

This article had been circulated to all members between the last meeting and this meeting. GB said that in terms of how we put ourselves across as the PPG the article that RM had found was a good example of the things we could do and might want to do as a group and also to establish our identity. It set out clearly the role.

We should aim to keep our identity parallel but separate to the surgery's role in the newsletter.

**10) Any Other Business:**

- i) Better Support for Older People.

RM had attended a very important meeting on behalf of the PPG. RM outlined the issues discussed. The minutes of this meeting have now been received and circulated to all members. A copy will be placed with the Minutes.

- ii) Update on Liaison with Pharmacies:  
CP said that there had been no contact and she would feed back as agreed in January.

**11) Confirmation on Next Meeting:**

17 January 2017 @ 6.45pm

Signed .....  
Chairman

Dated.....