

# **Culverhay Surgery Patient Participation Group**

## **Meeting Tuesday 9<sup>th</sup> September 2014**

Attendance from the Practice: Caroline Pearmain (Practice Manager), Kay Herniman.

Patient Group: Peter Beresford, Jan Herbert, Sue Hope, Katy Riddington, Nicola Seabourne, Ann Slann, Michael Sykes, Anna Sutton, Diane French

Apologies: Sue Convery, June Kent, Rosemary Studd, Gill Harris, Alma Larrieu, Sarah Hale, Derek Higgs, Ann Weaver

### **Agenda**

(CP) Introductions were given for the new members of the CSPPG and the agenda for the meeting was discussed.

### **Minutes from previous meeting**

The minutes from the previous meeting were accepted by the group

### **Background to the Group**

(CP) outlined the group's history for the new members and responded to questions regarding the surgery's expectations from the CSPPG. The development of the group was discussed and (CP) was pleased to report that interest from patients had increased with both group applications and interest in being contacted via email, it was also noted that these enquiries were from patients who would bring a broader representation of the surgery's patients to the group. (CP) will also circulate email contact list for the group. (MS) asked if it was possible for a GP to give a talk on 'An overview of the surgery' to the CSPPG (CP to look into arranging this).

### **Appointment of Secretary**

The appointment of the secretary for the CSPPG was discussed and it was proposed that a job share between Katy Riddington and Jan Herbert may be possible and will be discussed and confirmed at a later date.

### **Nominated Roles to date**

Chairwoman – Susan Convery

Treasurer – Anna Sutton

Hospitality – Anne Weaver

Secretary – Katy Riddington/Jan Herbert

Group Support – Michael Sykes

### **Terms of Reference**

It was proposed that the Terms of Reference, which (MS) drafted, could be sent via email for the group to agree upon and then finalised and signed off at the next meeting. (MS to send email).

### **Summary re Carers**

As apologies from (SC) the group were unable to have an update regarding carers. (CP) discussed the views of the group on focusing on support for carers. A question was raised regarding the viability of this with reference to the data protection act and patients wishing to approach their GP for information rather than the group. On the whole it was agreed that this was a good area to offer support and that there was a need to be able to provide a clear signpost to the correct services and what support could be offered. (JH) to look into this for further information.

It was thought that the CSPPG would benefit from a meeting with an established patient group to help establish its structure and aims (CP to arrange).

### **Display Screen n Waiting Room**

At the last meeting of the CSPPG it was suggested that the group take over the management of the content of the waiting room information screen which the surgery has now taken delivery of. (KR) and (JH) felt that this is something they would be able to do and would collate some open office presentations. (CP) advised that the surgery would also be using it to promote clinics and surgery information.

### **Diabetic Education Evening Monday 29<sup>th</sup> September 2014**

(CP) outlined the Diabetic Education Evening which has been arranged by the surgery as a health promotion event and asked if the group would be involved in the evening in any way. Venue options were also discussed as the evening had been well supported and attendance will exceed the capacity of the surgery. (JH) very kindly offered to source possible venues for the evening and will discuss them with (CP).

(CP) closed the meeting by thanking the group for what was felt to be a very positive and proactive meeting.

### **Next meeting scheduled for**