

KINGS CORNER SURGERY Patients' Participation Group

Minutes of the meeting Thursday 12th February 2015

1. Welcome & apologies: Morag welcomed visitors Roger Mills (Magnolia House Surgery) and Peter Whitmore (Green Meadows Surgery) **Present:** Sally (Chair), Morag (Secretary), Mandi, Jan, Virginia, Clare, Sonya and Peter S.
Apologies: Pat, Katy and Harry (who has now moved to the *virtual group).

The group acknowledged and congratulated Pat in receiving the MBE in the New Year's Honours List for his work with the Natural & Historic Environment.

2. Minutes of previous meeting and matters arising:

a) Discussion around the volume of leaflets and display arrangements for them. It was agreed that Morag would contact Erika Saedi, Communications Lead for CCG in order to get some guidance as to how and on what we would prioritise and focus on a themed monthly (?) basis. Morag had also accessed the Bracknell Health Promotion webpage and would contact them also for guidance on monthly themes.

Action: Morag

The TV screen in the waiting room is also a source of raising awareness but this is run by a company who have jurisdiction over content. Peter W informed us that the system at Green Meadows is linked into the EMIS system and Clare would follow this up with him.

Action: Clare

This is an on-going project but the commitment is there to improve and prioritise leaflet exposure and prevention information.

b) Madeline Diver, Patient Liaison Lead from the Urgent Care Centre will arrange for someone to come to the next meeting to talk about the services offered at the new Centre. This will be a clinician.

c) The website comments have been passed on to Clare who will liaise with the person who updates the site.

Action: Clare

3. Health Information Evenings: Roger gave us a brief background to the evenings which were initially held in the Village Hall. Apart from the Childhood Illnesses talk the other topics were well supported with 30-50 people attending. The venue at Hankey Morant Hall in Sunningdale Park was very suitable not least because it is free. Also the speakers were free of charge which meant that it was self-funding and not reliant on CCG funds although there are funds available from them for such events. The outcome of the discussion was that at the end of this years programme in March a small committee would meet from Magnolia House and Kings Corner (Green Meadows too if possible) to decide on topics for next years programme, which runs from September to March 2016. Clare had already ascertained some suggested topics which the new small group would discuss. Virginia was thanked for her work in producing the invite and posters which Roger

had used latterly for this year. These were sent out to patients by e-mail to 5 practices.

Roger also mentioned the facility at Magnolia House for provision of hearing aid batteries and recycling medicines. Information on both to be an item for our next Newsletter.

Peter S informed us that Frimley are holding a series of information evenings also. He will pass on to me the contact from Friends of Frimley. **Action: Peter**

4. Peter Whitmore, Practice Manager, Green Meadows: Peter has met with Karen Maskell who has helped him look at the benefits of having a PPG which becomes mandatory in practices this year. He has four people lined up and Sally has offered to attend a meeting with them when they're ready. **Action: Sally**

Our PPG has Terms of Reference which Sally helped produce when the PPG was first set up. Morag to send Peter a copy. **Action: Morag**

5. Practice Update: Clare reported that Trish, Head Receptionist has retired and that for now reception is short-staffed. They will be recruiting soon.

6. A.O.B:

a) New Care Act leaflets to be available shortly. The new act comes into force in April.

b) Morag is attending a collective PPG event in Oxford in March and asked if the group agreed that we submit our Newsletter and a brief outline of what we do to this event. It was agreed.

c) Patient Assembly feedback: This will be tabled at the next meeting.

Date of next meeting: Wednesday 25th March at 6.30pm at the surgery.

*Members of the 'virtual' group are: Christine Weightman, Ewa Buss, Harry Ruprah, Melanie Davies, Paula Canning, Phillip Shelley, Sahira Tariq and Spike Humphrey.