

## ST LEONARD'S PATIENTS' PARTICIPATION GROUP

Minutes of the meeting of the Steering Group held at 10.00 am on Monday 4th July 2016 at the Practice, Athelstan Road, Exeter (**Action in red**)

**30/16. Welcome, Apologies and Membership: Present:** Norman Shiel (in the chair), Geoff Barr, Laura Bethune, Meg Cardy, Felicity Hall, Helen Kingdon, Hilary Noakes, Gordon Read (minute taker) and Barry Robinson; Naomi Gruitt in attendance. **Apologies:** Mary Hurrell; Hazel Burrow and Margaret Turner (both indisposed). **Membership:** with Meg moving from the area and Gordon not seeking re-election at the AGM we will be without a Treasurer, Secretary and Minute Taker. No one felt able to take over the Treasurer or Minute Taker roles immediately and the paper work has been left with Gordon **up to preparation for the AGM – but not beyond.** This was discussed in the context of attracting new members representing the makeup of the Practice. Laura and Helen thought one route was through activities like the Dementia Awareness and Gardening for Health events; Geoff suggested the worth of our activity needs better presentation. **Action: Helen** to approach the virtual email group. **Book Sale scheme:** with Hazel away, someone needs to stand in. **Action: Helen** will keep an eye on Books for the time being. We shall also need a representative for the **Exeter Locality PPG** meetings. **Action: Barry** to take over from **Gordon** who will brief him and forward paperwork.

**31/16. Minutes of 19 May 2016:** agreed *nem con* and signed by the Chair.

### **32/16. Matters arising from the Minutes:**

(a). **Arising on 21/16: Barnfield Hill Practice's Garden.** The date for the **Open Day will now be 16 July 10.30 am to 12 noon.** **Action: Helen** will provide a poster and **Naomi** put the info on the screen. Volunteer gardening help is still needed to encourage local interest and illustrate the value of PPGs. A question was raised as to whether a stall could be put up in their garden. Helen took the opportunity to report on the well-attended meeting on **Gardens for Health**, held in the waiting room on behalf of the three local practices.

(b). **Arising on 23/16: Usefulness of a Display Stand** for the Practice and PPG on occasions like events and Open Meetings was reiterated: **Action: Meg** and **Gordon** to source such stands and report back on costs that PPG funds could meet;

(c). **Arising on 29/16 (c): SG Meeting times: Action: Gordon** for agendas ahead including the AGM.

**33/16. Treasurer's Report:** Meg reported that the balance at the bank remains at £675.31p and there had been no in and out transactions save one month of donated book sales – £14.00p – paid in cash straight to the costs of the Dementia Awareness week (a note has been appended to the Treasurer's file). **Action:** in the gap between Meg's departure and the AGM, **Felicity** will field the up to date bank statement; **Gordon** will prepare the Treasurer's Report to the AGM; and **Norman's** address will be notified for receiving Bank communications.

### **34/16. Practice Issues:**

(i). **Likely impact of Success Regime:** Laura indicated uncertainty to date. Geoff indicated that patients should know who now made decisions in the CCG if not imposed from above. GPs elect the members of the CCG and the Practice has a GP representative on the Locality Board so it would be helpful to know how decisions are being made. **Action: Laura** to feed back.

(ii). **New Staff:** had settled in and SG Officers would be invited to the Partners' meeting: **Action: Helen.**

**35/16. Arising on 21/16: Community Involvement:** Helen indicated that the **Health and Well Being 'prescription'** arrangements would continue after the trial period (Gordon mentioned such scrips had been started at this Practice – though not used much until the last month or so – for referral to the **Surgery Strollers walk group set up in 2011** for all three practices). Reference was also made to the role of the Volunteer Coordinator at Southernhay House Practice with a question as to whether that might form the basis of the sort of bid for finance that Dr Mcleod was proposing for practices, groups of practices and communities and that EPC Ltd might also explore). **Action: Helen** would enquire of Southernhay House.

**36/16. Exeter Locality PPG meetings:** Gordon fed back that the group is currently examining its approach to the establishment, by the CCG, of its Patient and Public Engagement Committee (PPEC) with lay reps., this providing a potential link between Locality PPG meetings and the CCG. **Action: Gordon** to attend the next meeting and brief **Barry** thereafter.

**37/16. AGM Planning: The AGM will be at 10 am on Saturday, 24 September** preceded by an opportunity to get a cup of coffee and biscuits from 9.30 am. The SG will also meet next at **10 am on Thursday 8 September** to finalise AGM matters:

- a). **Speakers: Action: Geoff and Helen** to liaise over speakers, all researching in the Primary Care field, and ensure they are put in touch with each other as well as provide **Gordon** with names and presentation titles;
- b). **Notice of the AGM and Open Meeting:** posters and fliers could be undertaken by the Practice (which now has an A3 photo copy facility): **Action: Helen and Naomi** in consultation with **Gordon; Norman** to do the Chair's report; **Gordon** to do the Treasurer's report drawing on Meg's accounts, let **Mary** have nomination forms, and prepare agenda and provide minutes from the last AGM;
- c). **Refreshments:** Action: **Helen** would provide tea/coffee/biscuits with **Meg and Felicity** providing additional tid bits. **All SG members** to help on the morning;
- d). **Conduct of AGM:** the AGM will precede the Open Meeting at 10 am (with half an hour for business prior to two 20 minute presentations, with ten minutes for each for questions/discussion). **Action: Norman** to invite Sir Denis Pereira Gray, our Patron, to chair the election of officers' element of the AGM; **Norman** to chair the Open Meeting and thus also introduce the speakers.

**38/16. Any other business: Family Care Tracking Service: NB Naomi will be providing a note on this.**

**39/16. Dates of Future meetings:**

- (i). SG at 10 am on Thursday 8 September to include AGM arrangements;
- (ii). AGM: 9.30 am for refreshments prior to AGM at 10.00 am to be followed by Open Meeting;
- (iii). SG at 10.00 am on Monday 14 November 2016.

The meeting closed at 11.20 am

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