

EAGLE HOUSE SURGERY

Patient Participation Group Steering Group

Meeting 22.4.14 5.05 – 6.30pm

1. Present: Hilary Over, Lynn McGrath, Edward Watts, Sylvia Hixson-Andrews, Adrienne McIntosh, Elisabeth Owen, Sarah Dummer-Wade (Practice Manager)
Apologies: Keith Harrison
Apologies from Sarah for the late start to the meeting
2. Chair:
No offers to chair for this meeting – taken by SDW
Eddy to chair next meeting
3. Reports from meetings:
 - 3.1 WhiteCliff Mill Street Patient Group meeting – 26th March, no-one had been able to attend. SDW to request invitation for future meetings and circulate to group
 - 3.2 DT11 planning event - Sylvia happy to continue to represent the group
- 4 Eagle House Annual Report
 - 4.1 Approval from group about the actions achieved and aspirations of the group. Lengthy discussion about the profile of the practice population and developing representation of different groups – specifically younger people and camp population. **Action: Hilary to contact Blandford School to discuss how students might be able to contribute to the discussions about how health services are delivered in Blandford**
 - 4.2 Discussion about the different services provided at different surgeries. **Action: SDW to provide summary of services available from EHS at next meeting**
- 5 Eagle House Action Plan
 - 5.1 Increase participation group membership. **Action – PPG members to attend surgery during National PPG week to promote the group, solicit membership and provide information about on-line booking facilities. Sylvia and Eddy to attend Blandford Camp on Monday 2nd June, am surgery. Hilary, Lynne and Elisabeth to attend am surgery in town on Wednesday 4th June. Keith Harrison to be invited to attend and bring promotional material. Eddy to draw up fliers about the group, Hilary to review forms, SDW to print**
 - 5.2 Broaden membership of participation group to include under-represented groups. **Action: As above**
 - 5.4 Ensure web-site is up to date. Good response from feedback already provided to Peter. Members of group to continue to review areas and provide feedback to Peter. ? consider co-ordinator at next meeting to ensure different areas of the web-site get reviewed
 - 5.5 Support practice in making decisions about how services can be developed. **Action – PPG to review and develop patient survey that will be circulated to patients during the summer**
 - 5.6 Review action points 6 – 10 next meeting

Future meetings:

8th May 1 – 4pm North Dorset Groups meeting – open to all, Sylvia and/or Eddy to attend Chairs group meeting 10 -12.30 prior to ND meeting

27th May 5.05 – 6.30pm Eagle House Patient Group meeting

1 – 7 June – National Patients Group week

12th June – Networking event in Blandford at The Crown