

EAGLE HOUSE SURGERY

Patient Participation Group Steering Group

Minutes 21st January 2014

Present: Adrienne McIntosh, Jimmy Hamilton-Brown, Lynn MacGrath, Hilary Over, Sylvia Hixson-Andrews, Edward Watts, Sue Bates
Sarah Dummer-Wade: Practice manager
Keith Harrison, Patient Participation Development worker

1. Introductions and welcome to the meeting. Review of minutes from last meeting – agreed as accurate record. SDW shared the outcome of the values and beliefs activity that was undertaken at the last meeting. **Action: SDW will now develop a statement of purpose for EHS that reflects the views of patients, staff and GPs**
2. Design of terms of reference for the group. Keith Harrison led the group through the draft template provided by NAPP (National Association for Patient Participation) enabling members to make changes to suit the current group **Action: SDW to write up the terms and circulate to the group.**
Discussions during this process included:
 - Information about North Dorset context – there are currently 6 actual groups in operation and 4 virtual groups
 - Involvement of GPs and staff from EHS. Group members are keen to meet with GPs and staff to start dialogue. KH described that some practices have identified a lead GP who will be a key contact with the PPG. Proposal that EHS PG hold an open session at the practice so that staff and GPs can come up and meet them. **Action: SDW to suggest some dates at next meeting**
 - Need to broaden representation within the group – esp from Blandford Camp **Action: SHA to contact SAAFA to try and identify appropriate person to join the group. SDW to ensure that group meetings are publicised to Virtual Patient Group**
 - The link between EHS PG and community groups – the group expressed a strong desire to link with all other groups and to promote other groups to the patient population through the newsletter eg: the development of a community directory through the Rotary Club, the availability of Fire & Safety Home advisors to undertake Home Safety Checks. **Action: SHA to find out about “green pot – fridge scheme”**
 - Clarification of difference between North Dorset Patient Chairs group which will focus on the developing needs of PPGs and the North Dorset Health Network which focuses on wider health and social care needs
3. Discussion about appointment of Chair and deputy inconclusive, SDW suggested that as an interim arrangement that the Chair rotates for a period to give anyone willing to have a go, the chance to chair the group.
4. Information about consultation events upcoming – SDW to circulate information about Ophthalmology event. SHA planning to attend musculo-skeletal event.

Dates of next meetings:

January 22 nd 10am	Sturminster Newton	North Dorset Health Network meeting. SHA to attend
January 27 th 10am	Blandford Health & Well Being planning event – SHA & EW to attend	
January 28 th 10 – 11am	Sturminster Newton	North Dorset Patient Chair's Meeting – EW to attend
February 11 th 5 – 6.30pm	Eagle House Surgery	Review of web site and on-line services Peter Anthony invited
March 18 th 5 – 6.30pm	Eagle House Surgery	? agenda focus, Practice Nurse to attend