

# **RUSSELL HOUSE SURGERY – PATIENT PARTICIPATION GROUP**

## **MINUTES FROM MEETING HELD ON 6<sup>th</sup> November 2019**

**In attendance:** Alan Cotterell , Lynn Fern, Robert Lewis, Andrea Partington ,Pat Roberts, Sandra Wilks, Sara Aslett, Pat Watton, Paul Dean, Dr Dewi Williams. Jayne Ralph, Ruth Morris

**A welcome was made to Jayne Ralph who has recently taken on the responsibilities of Practice Manager.**

**1. Apologies:** Mike Davies, Dave Edwards, Kate Jones,

**2. Notes of Last Meeting - Previously circulated:**

- These were accepted

**3. Matters arising from previous minutes**

- There were no issues raised

**4. Newsletter.**

- In Mike's absence, Robert confirmed that Mike would more than welcome any articles for future submission and that he would be calling together the 'Comms Team' for a meeting in the not too distant future.
- Lynn made reference to the fact that the Practice has in advance prepared an article for potential future inclusion in the Newsletter

**5. News from the Practice.**

- Please make reference to the attached document.

**6. Codsall Community Hub**

- Currently Lynn has no new information to report. However it was suggested that during Quarter 1 of next year more information may be available.

## **7. Patient Stories (for District Group)**

- Nothing to report on this occasion

## **8. District Group Notes**

- Please make reference to the attached documentation.

## **9. Primary Care Strategy Engagement Questionnaire**

- There was some debate as to whether this should be simply from the PPG as a whole, or from individuals of the PPG.
- As Andrea had made inroads into part completion of the Questionnaire, we should after much discussion, use this as a basis in which to discuss our thoughts with contribution from members in attendance at the meeting.
- Lynn confirmed that she would then, as Chairperson, forward on the information as required.
- It was agreed also that should individuals wish to promote their own thoughts then they are encouraged to complete the Questionnaire and forward direct the Primary Care Team

*[As a reminder if you don't have access to a computer you can manually complete the Questionnaire and forward by post to Primary Care Team, Staffordshire CCGs. 1<sup>st</sup> Floor, Staffordshire Place 2, Tipping Street, Stafford, ST16 2LP]*

## **10. Any Other Business**

- Robert confirmed that in addition to Dave Edwards apologies for not attending the meeting, he has in addition due pressure of work regretfully tendered his resignation. Lynn made reference to the support Dave has given to the PPG with appreciation.
- Reference was made concerning the issue of the Newsletter and indeed the work that Mike, with his team have done. Some members had commented that they had not had sight of the publication, and couldn't find a copy within the Patients Waiting Area. Lynn confirmed that copies are placed out at the start of Surgery and midway through the day.

[Reminder, as well as producing the Newsletter for printing purposes, in addition Mike produces a copy for inclusion within the Practice Web Site for general circulation this can be found : <https://www.russellhousesurgery.nhs.uk/practice-news-list/> ]

- Robert raised the issue of requests that had been made by various past members of the PPG, for inclusion in the distribution of the minutes. In the interest of full transparency, Robert suggested that the minutes should be displayed on the Practice Web Site for general publication. Lynn agreed that this facility would be available and suggested that this could be done in the New Year and indeed via the new Committee
- Lynn confirmed that this would be her last general meeting as Chair of the PPG given the next meeting on the 8<sup>th</sup> January 2020. The Committee unanimously thanked her for the work that she had done in support of the PPG.
- Robert made reference to this being the last General meeting of the PPG, and directed thought for new Volunteers coming forward to take up the active roles in support of the PPG during 2020, and asked Lynn as retiring Chairperson to send communication out well in advance of the AGM to this extent.

**Please note that the next meeting being the AGM is the 8<sup>th</sup> January at 2.30pm.**