

**Woodingdean Surgery - Patient Participation Group**  
**Sixth Meeting Minutes**  
**13<sup>th</sup> June 2012**  
**6.30pm -7.30pm**

**Attendees**

Jane Collins (Practice Manager), Linda Paddock, Denise Bartup (Secretary), Mike Randall (Chair), Maureen Doo, Wendy Palmer (Reception Manager), Mary Wheeler (Treasurer), Sam Forder, Tina Pither (Practice Nurse), Tracey Martin (Receptionist), Jennifer Peli, Kim Waghorn, Terry Blaire-Stevens (PCT/Public Health, Guest Speaker).

**Apologies**

Liz Stead, Sandy Johnston, Ericka Waller, Berenice Cummings and Diane Meeten.

**Content**

Mike opened the meeting and welcomed everyone and asked if the minutes of the previous meeting were correct, all agreed that they were indeed in order and so the meeting was then handed over to our guest speaker, Mr Terry Blaire-Stevens to address the group.

Terry initially explained that he works for both the PCT and also the local authority acting as a bridge between the two groups in the field of Public Health. He gave everyone at the meeting a hand out (a copy of which will be emailed to group members at a later date for those unable to attend in person). It basically gave the statistical profile of the patients registered at the surgery and also the general demographic of Woodingdean as a whole. There are some quite interesting results printed therein, and it gave the group some insight into where and how we might be able to move the group forward. For instance it was noted that the practice has a higher than average number of patients attending the A&E department at the RSCH. Tina asked if there was any way we could find out why specifically our surgery patients were attending A&E and Terry said that the practice would be notified of the reason. It was also suggested that this might be affected by the concerns of some patients with long-term chronic illnesses and a fear of using the NHS direct service. Terry then mentioned the new 111 emergency service being set up, which will if successful replace the NHS Direct service, along with the Long Term Conditions (LTC) Commissioning Plan. There was also room for improvement in patients under 65 years of age having flu and pneumococcal immunizations. It was noted however that the practice has good rates of cervical cytology, so there are areas where we as a group could work to help members of our community take better care of their own health and to improve the take up by patients of the various clinics and facilities that are available to them. Denise asked how often the statistical information that makes up this information was updated and Terry advised that as a general rule it is updated annually. However some of the information is collated from the Electoral Roll so that is updated less often. Denise also asked if we as a group would be able to dip into this statistical evidence at a later date, and Terry said he would email the link to Jane so we always have access to this should we want it. We also have access to the BHLIS web site, which has similar statistical information, and is available for us to use at anytime. Terry then finished by saying he would be happy to answer any questions we may have at a later date and to remain in contact with the group to help us in the future.

- **Group Business -**

- **The terms of reference (TOR) Final Draft:**

Mike explained that the TOR was finally completed and that he and Jane were just making the final adjustments before emailing them to the group members.

- **Fundraising ideas,**

The secondhand book sale is now up and running and working really well. Linda confirmed that the book fund was £29.30 in profit! So well done to everyone who has donated books, etc. If you have any books you would like to donate, please take them along to the surgery or bring them to the next meeting. It was agreed that the revised system for weeding the books was working well, i.e. when donating books just place the date in pencil inside the front cover i.e. 13/6, in the top right hand corner. Then at a later date the books remaining on the shelf long term can easily be identified and removed to the charity shop.

- **Work Plan. -**

**Review ideas from the fifth meeting:**

The group discussed the possibility of setting up their own 'Health Walks' group, with a view to arranging various routes in and around Woodingdean, leaving from the new surgery when built. Denise explained that she had been to the Town Hall to talk to the Brighton & Hove City Council about their Health Walks Scheme that is already very active in and around Brighton and the surrounding areas. The Council is prepared to offer a full days training course for anyone wishing to become a 'Walk Leader'. If the Group want to take part in the training there is a fee of £25 if we want to operate a stand alone walking group, but the training is free if our 'Walk Leader' agrees to work with the Councils scheme. Linda kindly offered her services for the training but stated she would only be able to attend for an afternoon. Denise stated that she had handed out a feedback form at the Community Event on the 12<sup>th</sup> May that she and Mike attended to ask patients whether they would be interested in taking part in local walks etc. The idea had been well received although to enable as many patients with various abilities to take part it was felt that it could be a logistical nightmare. Maureen has also looked into the Council run scheme and felt we may well do better to just promote and join their scheme as there are already regular walks up and running in the Castle Hill area, and another in Saltdean on another day of the week. Denise said that she had the contact details of one patient from the practice who although not an active member of the PPG, had shown an interest in becoming involved with the Health Walks idea. At the end of the discussion the general feeling was that we should for the time being work with the existing council scheme rather than trying to go it alone. Denise also suggested that maybe during the school holidays the group could possibly arrange a one off event involving a short walk and a picnic or similar, i.e. ending up at a tea rooms just to promote the PPG in a more sociable way. Mike suggested a very easy walk across the top of the Downs down into Rottingdean that was on the number 2-bus route so easy to return back to Woodingdean by bus.

The surgery is now currently well stocked with the Council's current Health Walks literature for anyone who would like to know more and for a current summer itinerary of events, and we will continue to be on their mailing lists.

As a final point it was agreed that we should at this stage concentrate our efforts on promoting the PPG by arranging for a 'PPG Week', a title suggested by Mary, whereby volunteer Group members take it in turns to speak to patients during surgery hours handing out leaflets about the PPG, whilst at the same time giving patients information about some of the fields found to be lacking in the 'Patient Profile' paper provided by

Terry, i.e. handing out information about the MMR jabs to young Mum's and encouraging others to maybe book a flu jab. Jane suggested we could also gather email addresses at the same time and also hand out the surgery newsletter. Denise suggested that we all take some time to digest the statistical information given to us tonight and give those not attending some time to have a look at the document and then make a definite decision at the next meeting of exactly what we are going to choose from the various suggestions to actually actively promote. Denise also asked that at the same time we set a firm date for the PPG week with confirmed volunteers to take 1 hour or 2 hour slots during the course of the week when they will be prepared to attend the surgery on the Groups behalf. Denise also asked that the practice provide some basic training or arrange for some leaflets or handouts on whatever subject we settle on to be made available to the volunteers in advance so they can be better prepared for any questions etc. Jane said she would arrange for this to be done in advance of our week. Another good idea that came out of this was that the group could possibly organize a couple of basic first aid courses which could in turn help to prevent patients attending the A&E departments.

- PPG bank account - Mary explained that she had made two appointments at the bank in Rottingdean to get the group's bank account set up, but that on both occasions the bank had not followed up as agreed. Mary is going to make one more attempt to get the various forms completed but if not successful we will use an alternative bank.
- Update on National Association for Patient Participation or NAPP [www.napp.org.uk](http://www.napp.org.uk).
- Mike confirmed that he had sent off the forms for our membership of this group but as yet had not received anything back from them.
- Items for inclusion in the next Surgery Newsletter: -  
Denise asked Jane for a deadline for the next surgery newsletter and Jane suggested July would be a good time. Jane and Denise will work together to produce the newsletter. Denise asked for any suitable healthy recipes to be emailed to her for inclusion as a tear off and keep slip as per the last newsletter, as this had proved to be very successful.
- Feedback from Woodingdean Community 50<sup>th</sup> Anniversary Event, 12<sup>th</sup> May 2012, Mike and Denise attended this event, which was well supported by many of the practice patients along with many Woodingdean residents. There was a great deal of interest in the new practice build plans which were displayed on large boards which Mike has managed to secure for the Group to keep for future events, and we were asked lots of questions about the PPG. Denise noted down some suggestions of what patients would like to see at the new surgery, which she passed to Jane. During the course of the day Jane and her daughter and Dr Emilianus, and his children called in and helped to support the PPG. There is also now an 'events box' full of stationary, bunting and balloons etc, which will be kept topped up for use by the Group at other events etc. At the moment Mary has taken the box for the Woodingdean Carnival on the 30<sup>th</sup> June.
- Woodingdean Carnival Saturday June 30<sup>th</sup>: -
- Denise explained that at the event on the 12<sup>th</sup> May she had spoken with John Homewood one of the organizers of the Carnival on the 30<sup>th</sup> and agreed a special rate for the group to have a plot at the event for £15 rather than the usual £20. As Denise is away on holiday when this takes place she handed the form for booking our place to Mary Wheeler to arrange. Mary has agreed to attend and Mike will be there as well as he is providing rides for children on his steam engine, and will be there anyway. Mike is going to bring the surgery plans and Mary is going to take along some of the books to sell. If anyone can

spare some time on the day to relieve Mary or if any of you will be attending any way please look in at the PPG stand and offer your support.

- Feedback from Proposal for Engagement Event 24<sup>th</sup> May 2012.
- Mike and Denise attended this meeting, which was a very small meeting with the B&H Clinical Commissioning Consortium and a few others. It was basically an opportunity for the consortium to gather feedback from us and to ask for our specific requirements for training etc. Mike and Denise have agreed to become members of a reference panel for the consortium. Mike also asked them to consider arranging a 'PPG Conference' in early spring, on an annual basis. This was felt to be a great idea and one we hope will be a regular event.

- News from the Practice -  
New Build:

Jane updated us with regard to the new building. Jane went to a meeting at the Jubilee Library recently and said things were progressing well. There had been some negative feedback regarding the 'Marching Band' who has had to relocate as the building they currently use is being demolished. Jane said they have been offered a chance to return but they have not taken up the offer. There was also an issue raised concerning the cherry trees on the site. As far as Jane knows these are to be replanted within the new landscaping. Jane confirmed that the plans have been submitted and we should have the results from the planning department in early July.

Jane also explained that she is attending a workshop on the 14<sup>th</sup> June, organized by the Councils 'Youth Enterprise Scheme' to find ways of ensuring that young people are better included within the practice and that their specific needs are met. Jane hopes that as a result we may be able to find a way of encouraging some younger members to get involved with the PPG.

Clinical Commissioning Group Information Events 19<sup>th</sup> June and 21<sup>st</sup> June 2012.

Group members are invited to either of the events as above, to hear about a number of issues not least how the commission spends your money on your healthcare. Mary Wheeler is attending on the 19<sup>th</sup> June, from 10am until 12 midday at the Brighthelm Centre in North Road and Mike is attending on the 21<sup>st</sup> June from 2.30pm to 4.30pm, at Friends Meeting House, Ship Street, Brighton. If anyone else would like to attend please contact [Tanya.nayyar@nhs.net](mailto:Tanya.nayyar@nhs.net) to see if any places are still available.

Denise will not be attending as she is on holiday, so please take notes for the next meeting. Thanks.

Information session on NHS Procurement & Funding - a Commissioning Prospectus Approach-

You are invited to attend an information session on Friday the 29<sup>th</sup> June from 9am to 11.30am at the Black and Minority Ethnic Community Partnership Offices, (Rose Room), 10 Fleet Street, Brighton, BN1 4ZE.

Denise is still on holiday for this session so will be unable to attend. Mike has agreed to go and if anyone else would like to attend please contact Jane Lodge to book your place at [Jane.lodge1@nhs.net](mailto:Jane.lodge1@nhs.net) or ring 01273 574649. Again if you do attend please can you take a few notes for the next meeting. Many thanks.

Items for the next agenda -

- Review ideas from sixth meeting
- Feedback from the Information Events on the 19<sup>th</sup> & 21<sup>st</sup> June 2012
- Feedback from the NHS Procurement Event on the 29<sup>th</sup> June 2012
- Feedback from Woodingdean Carnival on the 30<sup>th</sup> June 2012
- Group Bank Account
- News from the practice - new build
- Update on membership of NAPP organization.
- PPG Week
- Summer Newsletter/Surgery Website & Online Services.

Meeting closed at 8.00pm

*Date of next meeting 9<sup>th</sup> August 2012 @ 1.30pm @ Woodingdean Surgery  
(Please note this is a lunchtime meeting).*