

**LEATSIDE SURGERY PATIENT PARTICIPATION GROUP
MINUTES OF MEETING**

MONDAY 21ST MAY 2018

6.00PM – 7.30PM LEATSIDE SURGERY, TOTNES

Present: Barry Wheeler (BW) – Chair
Murray Church (MC)
Hilary Cooper (HC)
Hazel Fuller (HF)
Katie Porkess (KP)
Louis Victory (LV)
Martin Randall (MR)
Sophie Andrews (SA)

Apologies: Geoffrey Hyde (GH)
Kevin Marsden (KM)

1. This was an additional meeting to discuss the re-draft of the Terms of Reference (ToR) and for discussions on how to refresh and relaunch the PPG. BW thanked LV and MR for putting in a lot of work on re-drafting the ToR. The ToR was circulated and discussed. It was agreed that the group should be as representative as far as practicable and possible and that the agenda will be published ahead of meetings via email, published on the web site and on social media as applicable. LV stated nobody in the group has authority mandate to make decisions for all patients and that if the group had an election for the group to make decisions on other patients' behalf that would be better, at the moment the group has no authority to speak for other patients. Different ways to attract new members to the group were discussed including sending out letters to patients and all agreed that when advertising for new members it needs to be as open and as interesting as possible.

BW made changes to the ToR to reflect the above and will circulate them as soon as possible. MR thanked BW and LV on the good work done revising these.

2. Notes on the Review of the PPG

The draft of the above was discussed and BW will re-issue with the amendments agreed. All members are encouraged to attend when invited. When invitations are circulated the group will ask for members of a volunteer committee. It was agreed that the PPG needs a prominent presence on the Leatside website. MR explained the website was being revamped and this would be included and launched as the "patient group" as it is a more recognisable phrase. A Facebook page may be relaunched once the PPG is established. However it was agreed postings need to be regular to keep interest and it needs to be driven by the PPG rather than the Practice. Once the new committee is up and running this will be discussed further.

3. Message from the Chairman

BW made amendments as discussed and will circulate the re-draft. It is anticipated this document will be published in the surgery and as an insert to some surgery letters as well as in the local Parish magazines, Totnes Directory and Totnes Times.

The group asked MR if the Partners' special interests could be added to the website.
Action Point: MR to further remind the Partners.

MR ensures a Partner attends each meeting of the group and will continue with this process. HC stated that her daughter would be interested in attending the group however would need a sign language interpreter. MR reported that the surgery has recently undertaken an audit for disabled accessibility and are working on making the surgery more disabled friendly as we don't want to discourage people from attending.

Action Point: MR to look into the attendance of a sign language interpreter.

It was agreed that a new Chair will be nominated at the next meeting and if patients wish to be part of that process they should let us know. This message will go on the TV screens in reception.

Action Point: BW to send the updated documents to MR and then we can look at advertising.

END OF MEETING