

Cuckfield Medical Practice Patient Participation Group

Notes of Meeting – 4.00 pm 11th November 2014 at Cuckfield

Present	Carol Pearson (CP)	June Raeburn (JR)
	Anne Hazel (AH)	Marylyn Walker (MJW)
	Eddie Hazel (EJH)	Don Walker (DW)
	Emily Hutchins (EH)	Sam Shearman (SS)

1. Welcome and Introductions.

Items Brought Forward

New Video Presentation

SS told the PPG about her new video presentation for the Cuckfield and Vale waiting areas and proceeded to run it through for comments and observations to be made at the end.

All agreed that it was excellent and will enhance the waiting areas and provide useful information and convey key messages. Various comments and suggestions were made for SS to consider and take into account for the final version. SS undertook to ensure that the same information and topics are covered by the website. It was also agreed that a link on the website to the actual presentation would be beneficial.

SS handed out copies of the latest Newsletter. SS confirmed that Cindy Franzel has retired. CP undertook to send a card to Cindy from the PPG members.

EH raised the matter of articles in the Parish Magazines. It was agreed that this was beneficial to patients as well as the Practice and should continue on a regular basis. How this can be achieved was discussed and extracts from the Newsletter were suggested. It was agreed that copies of the Newsletter could be used as an insert. SS to provide copies for that purpose.

2. Minutes from Meeting 17th July Matters arising therefrom:

EH raised an amendment to the notes, after which they were accepted as an accurate record of the meeting.

3. PPG 2015 Plan

SS had sent by email a plan document that had been compiled at a meeting between SS and CP on the 20th October to discuss the best use of the PPG and how to move it forward in 2015. This included a summary of the discussion, additional ideas, the dates/times for the four meetings to be held and the subject matters thereof. Comments on this document to be submitted by members to CP. The meeting dates were considered and as they suited the majority of the members present it was agreed that they should be confirmed. AH and EJH advised that they would not be able to attend the first and fourth meeting due to holiday/travel

commitments.

4. Terms of Reference

Discussion took place on the draft Terms of Reference document prepared and issued by CP.

AH commented that as well as criteria for membership the document should include: Chairman selection, appointment and term of office; Secretary appointment; what constitutes a Quorum; and also the frequency of Meetings.

EJH advised that his comments were various and between content and the text and that he would send them to CP by email for her consideration and for possible inclusion and implementation.

Members were asked to send further comments to CP for incorporation into the final document. CP will circulate the final document to PPG members.

5. A O B

EH commented on the IPSOS/MORI poll in that Cuckfield seemed to come out very well generally. Her copy of the Poll was loaned to AH/EJH to look at.

CP asked whether any of the Members were members of Horsham and Mid Sussex Clinical Commissioning Group as it would be good if more patients were signed up, to be kept informed of developments in local services and patient engagement events.

Dates of next meetings

14 th January 2015	4.00 to 5.00 pm – Cuckfield
11th March, 2015	6.30 to 7.30 pm – Vale
15 th July, 2015	1.00 to 2.00 pm – Cuckfield
18 th November, 2015	4.00 to 5.00 pm – Cuckfield