



## PATIENT PARTICIPATION GROUP - MINUTES

**MONDAY 26<sup>th</sup> January 2015 @5.45PM**

**Present:** Maggie Samuel, Lynn Lane, Anne Balcomb (Vice Chair), Rosemary Rives Roberts (Chair), Bill Dean, Jack Earnshaw, Jill Doe, Karen Acott,

**Open forum 5.45 – 6pm without members of Wallingbrook Health Group present.  
Apologies: None**

<b>1.0</b>	<b>Minutes of the last meeting</b>	
1.1	Item 1.1: KA reminded members that we must be clear that we are asking health clubs to provide free taster sessions not discounts.	<b>ALL</b>
1.2	Done	<b>MS</b>
<b>2.0</b>	<b>Forum Feedback</b>	
2.1	Done	<b>ALL</b>
2.2	2.2 There is no admin support at present, as Eve Willis has not been replaced. <b>Sam Bunton one of the medical secretaries, has agreed to produce the Newsletter. We are responsible for writing and sending the minutes and agenda. This situation may change after 31.3.15. when some admin staff may be redeployed at Wallingbrook.</b>	<b>KAC</b>
2.3	WHG PPG update was updated and EW will await comments from other PPG members, amend and then print on yellow paper to send across to all sites. <b>Done</b>	<b>EW</b>
2.4	Out of Hours Appointments -K.A reported that they had not had any feedback yet. At present Doctors provide appointments as and when required.	
2.5	. <b>FUNDING APPLICATION FOR UK HEALTHY HEARTS GRANT</b> MS advised members that the deadline for submitting an application for funding to the UK Healthy Hearts Grants was the end of February. Members agreed that the PPG should seek funding towards this year's 'Healthy Living Week.' AB will contact sports and exercise groups in Winkleigh to see if they want to offer free taster sessions.	<b>AB/MS/RR</b>
<b>3.0</b>	<b>WHG Update</b>	

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Devon, EX18 7DL. Tel 01769 580295. Fax 01769 581045

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3.1	KA advised that Winter pressures on the practice went well	
3.2	KA reported that the induction of new staff was going well. 6 new staff have been employed on temporary contracts.	
3.3	KA referred members to the article about the situation in North Tawton in 'Health Watch Voices'. She also confirmed that the practice had not received an inspection date from the CQC.	<b>KA</b>
<b>4.0</b>	<b>Winkleigh</b> Anne B. said there were no new comments/suggestions from Winkleigh – just the ongoing concerns about the lack of privacy at reception in the surgery and the lack of transport for non car drivers/owners.	<b>AB</b>
<b>5.0</b>	<b>North Tawton</b>	
5.1	BD asked if WHG could provide him with details of how many patients live in outlying villages, approximate numbers/locations so that they could be kept informed on forthcoming changes/meetings. EW to obtain information and forward. <b>Done</b>	<b>EW</b>
5.2	BD. Updated members on the position at North Tawton and thanked Drs Guildford and Thomas and Karen Acott for their dedicated work	<b>BD</b>
5.3	.Although Bow has agreed to take over the contract for a year, NHS England is moving to the second stage to find a long-term contract supplier. The special site on the new development in N. Tawton is still available for purchase for a period of 5 years.	<b>KA</b>
<b>6.0</b>	<b>Okement</b>	
6.1	LL reported that she has been unable to obtain patient numbers from the staff in Okehampton. <b>K.A. said that she would arrange for Okement staff to be trained to check the numbers</b>	<b>EW</b>
6.2	LL provided a copy of the TOR for the Older People Communities Services Network which started up due to the closure of Wardhayes day care provision. LL mentioned that she is now a member of this and told BD that NT Town Council had already been invited to attend and asked BD if NTPPG/Engagement Group would like to have a representative attend. BD to discuss and advise. <b>Done</b>	<b>LL/BD</b>
6.3	Item removed	
6.4	KA confirmed which Drs would be at Okement Surgery – please see newsletter	
6.5	LL asked about an article in the Okehampton Times in 2013 regarding the new development off Crediton Road where a surgery was to be built. KA said that she had met with the WBC Planning Officer and that the Council did not foresee a need for new premises.	
<b>7.0</b>	<b>Newsletter</b>	
7.1	L.L. asked if in future, the Winter Newsletter could be available for	<b>SB</b>

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	distribution in November as December is too close to Christmas	
7.2	MS reminded members that the deadline for items for the February Newsletter was 15 February.	<b>SB/RRR/MS</b>
<b>8.0</b>	<b>Any other business</b>	
8.1	MS discussed the FFT surveys which had been printed and advised that the FONT was not in line with agreement of PPG i.e. Arial 14 or larger. These forms have been printed as they are and will remain in the FONT until supplies have been used and then the FONT will be increased to reflect comments. <b>Have supplies finished yet?</b>	<b>MS</b>
8.2	NAPP membership logon details to be provided. EW to action. <b>Done</b>	<b>EW</b>
8.3	MS, RRR and AB will meet before the next meeting to enable MS to complete handover of Chair role. <b>Done, and will also keep in touch by email</b>	<b>MS/RRR/AB</b>
8.4	KA thanked MS for all her hard work and support in her role as chair and wished RRR and AB good luck in their roles as Chair and Vice Chair going forward.	<b>KAC</b>
8.6	KA advised that there had been updates to the website	<b>ALL</b>
<b>9.0</b>	<b>Date of next meetings:</b> 23 February 2015 at 5.45 pm with attendance by WHG at 6pm.	

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