

Minutes of Sidney House and the Laurels Surgeries

Patient Participation Group Meeting

Held at the Laurels Surgery, Boreham, 20 Jun 2013 at 1930hrs.

Present: Dr Simon Butcher (Chair), Nigel Tye (Practice Manager/Secretary), Debbie Kehoe (Staff/Patient), Fred Suckling (Patient), Claire French (Patient), Ray White (Patient), Adrian Goodwin (Patient), Charlotte Adams (Patient).

1. Apologies

Apologies were received from Dr Brann (Partner), Di S (Staff/Patient).

2. Minutes of the Last Meeting

Minutes were agreed without amendment.

3. Matters Arising

CF raised the issue of parking at HP in response SB reiterated that the land directly outside the surgery and the car park behind are an Hatfield Peverel Parish Council's domain and not a HP Practice issue.

CF also raised the issue of disabled access and electronic door for HP. SB responded that the overriding costs were well outside the Practice budgets and all that can be done is being done to assist where necessary access and egress from the Practice.

4. Feedback from Survey Publication

SB discussed the success of the survey; results were published in both Practices on Patient notice boards for all to see.

AG wished to state his disappointment in what he perceived to be incorrect data supplied by EQUIP on the Patient Survey. SB acknowledged his concerns and reiterated the data had now been corrected accordingly prior to publishing.

5. Election of Officers 2013/14

Chairperson: Dr Simon Butcher (outgoing)
 Claire French (incoming)

Secretary: Debbie Greenwood (outgoing)
 Nigel Tye (incoming)

Charities Officer: Charlotte Adams (new Post)

6. NHS update

SB briefed the PPG members on all current NHS structural changes and how they may or may not affect the patients at grass roots.

7. Surgery Update

- The new Practice Manager was introduced to the PPG Mr Nigel Tye.
- Dr A Hore is due to retire Wef Sep 2013 and a new Partner Dr Tom Cunningham will commence Wef Oct 2013. Many thanks to Dr Hore for her devoted service to the Practice over many years.
- Dr L Brann is planning to retire Wef Mar 2014 and a new Partner Dr Karen Hall will be installed in Oct 2014. A huge special thanks to Dr Brann for his leadership and mentorship as Senior Partner over many years of devoted service to the Parish and Practice.
- SB stated that the new refurbished Treatment rooms at HP are now completed to a very high standard. Further works to update the corridors and flooring at HP are currently being reviewed pending final quotes.
- Boreham surgery treatment rooms are planned for refurbishment FY 2014/15.

8. Constitution

SF presented the PPG proposed Constitution to the group for final amendment and approval. Minor issues of removing the Vice Chair and Treasurer posts and inserting the Charities officer were amendments submitted by the committee. Also, the Quorum would be worded to the effect that there would be an approximate 50/50 split of Staff to Patients to constitute a quorum. Many thanks to SF for her work in preparing the document on the PPGs behalf.

9. AOB

SB brought to the PPGs attention the Annual Boreham Village meeting taking place on 25 Jun 2013 @ 1930hrs. It was encouraged that the PPG committee members attend to make themselves known to the Patient population as their committee representatives.

CA would contact the PPG members as to her ideas for fundraising events in the near future. Also CA would liaise with the NT and the Practice nurses as to any equipment they deemed useful for the committee to assist fund.

10. Date of Next Meeting

A proposed date of 5th Sept 2013 was agreed.

Dr Butcher thanked everyone for their attendance and wished the incumbent Chair all the best and offered his full support. NT will circulate the minutes and the date of the next meeting.

Meeting Closed 2130hrs