

## **Rosebank Health Patient Participation Group (PPG)**

### **Minutes of Extra Meeting held 5<sup>th</sup> March 2019**

**Present:** Rita Leach (RL) (Chair), John Matthews (JM), Sandra Matthews (SM), Belle James (BJ), Pam Coesedge (PC), Christine Barnett (CB), Celia Ricaud (CR), Jan Brookes (JB), Wendy Hubbard (WH), John Dyde (JD), Elizabeth Mudway (EM), Susan Davies (SD), Nasreen Patel (NP), Jennifer Hill (JH), Dr M Roberts (MR), Karen Rearie (KR), Susie Graham (SG), Kelly Grinter (KG), Sue Hawkins (SH)

**Apologies:** Janet Sawyer (JS)

#### **1. Purpose of Meeting**

SG advised that she had met with the Chair (RL) to discuss three issues which are brought to this extra meeting for consideration by the group.

#### **2. Severnvale Surgery**

SG advised that since opening Kingsway Health Centre, we are spread thinly over the three sites and the Practice is going through a process of recruiting Doctors and staff. We are currently in discussion with three Doctors.

Whilst we are looking for patient numbers to build, and recruit more Doctors, we want to be able to provide a good service and are considering closing Severnvale Surgery for three sessions a week, possibly Tuesday afternoon, Wednesday morning and Thursday morning, on a temporary basis. We would not be reducing the number of available appointments, we would be moving the doctors and staff to either Rosebank Stroud Road Surgery, or Kingsway Health Centre.

MR pointed out that safety of Doctors, staff and patients is very important. He advised that on some occasions at Severnvale Surgery there is only one Doctor on duty.

SG advised that the Practice would need to have discussions with Clinical Commissioning Group (CCG) to get their approval, but wanted to firstly discuss with and get the views of PPG members.

Concern was shown for older patients who would have difficulty getting to either of the other two sites, but it was reiterated that Severnvale would be open each day, Monday to Friday, and appointments would still be available there other than the three sessions which it is proposed to close.

Communication with patients was considered to be paramount and the following suggestions were made:

- Text message to all patients who usually go to Severnvale surgery
- Message on website
- Newsletter
- Hardwicke Matters/Quedgeley News
- Posters
- Slip attached to repeat prescriptions the message should be 'current restructuring'
- PPG members come into the surgery to talk to patients
- Be present at the Kingsway Big Lunch on 2<sup>nd</sup> June to promote the new Health Centre

SG advised that a Facebook page for Kingsway Health Centre has been created @kingswayhc

### **3. Fund Raising/Charity**

SG and RL have had discussions regarding becoming 'Friends of Rosebank Health' to enable fund raising. We do not have to register as a charity unless raising sums over £5,000 a year.

Some members asked what the funds raised would be used for. It was stated that the Practice has to fund all equipment used in the surgeries and it would be used purchasing some equipment which are not essential but nice to have, which would be for the benefit of patients. Members would decide which equipment to target.

Events for fund raising were discussed. RL advised of an event which had been run by another PPG – a Ukulele band which had been very successful. SG suggested rock painting where children pay to paint a rock. It was suggested that this could be run at the Kingsway Big Lunch.

Friends of Rosebank Health would need a Chair, Vice Chair, Secretary, Treasurer and Trustees. A bank account would be opened.

The PPG meeting on April 10<sup>th</sup> will also be the AGM where Chair, Vice Chair and Secretary are elected. Members were asked to advise if they were interested in any of these posts.

SG presented the new Patient Participation Group Terms of Reference and Friends of Rosebank Health Patient Participation Group Confidentiality Policy Declaration Agreement for Volunteers documents. These will be emailed.

### **4. Surgery Postal Service**

The proposed postal service between surgeries had been discussed at the last PPG meeting and a number of members were interested in helping (LM, JD, NP, JH, SD, CB, PC). SG will put together a suggested rota and send to interested members.

DBS checks would be required and an induction programme and protocol would be provided.

### **5. Next Meeting**

RL stated that we are now a large group and the facilities for holding a meeting were difficult and suggested that all meetings be held at Kingsway Health Centre. This was agreed.

The next meeting is also AGM and is to be held on Wednesday April 10<sup>th</sup> 2019 at Kingsway Health Centre