

## North West Surrey Area Group

**Monday 13 January 2020 1pm – 3pm**  
**The Chertsey Hall, Heriot Road, Chertsey, KT16 9DR**

The FoCUS area group meetings are an opportunity for carers and people who use Surrey and Borders Partnership NHS Foundation Trust (SABP) services to influence the way the Trust do things and help improve services for everyone.

### The following topics will be discussed at the meeting:

1. Welcome, Introductions and Apologies (5 mins)
2. FoCUS Area Group Meeting Ground Rules (to note, 5 mins)
3. Minutes of previous meeting & actions (10 mins)
4. Local Issues, good news and compliments (30 mins)

### *(15 Minute Refreshment Break)*

5. People Participation & Experience Team (30 mins)
6. CMHRS update (15 mins)
7. People Participation & Experience Questionnaire (10 mins)

**Next Meeting: 9 March 2020 - Hythe Centre, Thorpe Road, Staines-upon-Thames, TW18 3HD**

Key issues given at the area meetings can be raised at the quarterly FoCUS Committee meetings, which are attended by the SABP Trust Board and FoCUS Representatives (who represent the FoCUS local area group). We look forward to seeing you at the meeting. If you have any queries or require further support to attend please see over page for our contact details.

### **Getting there:**

Chertsey Hall is just along from Sainsburys on Heriot Road (B375). Pay and Display parking is available opposite the Hall.





FoCUS is supported independently of SABP. Surrey Coalition of Disabled People is responsible for the development and promotion of FoCUS to people who use services, their carers and wider networks, and LF Solutions provides the meeting administration and organisational support.

**We are trying to do our bit for plastic pollution; if you have a reusable cup please bring it with you.**

**Please Note:** We may take photographs at the meeting for possible publication in our newsletter, Facebook, Twitter or on our website. Please let the chair of the meeting know if you do not wish to be included in a photograph.

We provide the following support for every meeting, however if you have any additional needs please do not hesitate to contact us:

- Accessible venues for local area meetings.
- An independent facilitator to allow all attendees to have their say and abide by the standard of behaviours.
- Reimbursement of expenses paid in cash at the meeting, including mileage (45p per mile) and parking charges.
- Transport can be provided for those who are unable to drive or use public transport. Please contact us in advance (preferably within 48 hours of the meeting) if you require transport to attend the meeting.

#### **FoCUS Area Group Meeting Ground Rules**

- Phones to be switched to silent at the beginning of a meeting (unless agreed otherwise with the meeting facilitator).
- Those attending meetings should arrive on time, as often as possible.
- Think about what you are going to say and how you are going to say it. FoCUS can take forward concerns and compliments on services but cannot resolve individual concerns. Keep in mind the objectives of FoCUS and that information will be shared publicly.
- Give other people the time and opportunity to speak. Do not talk over someone, wait until it is your turn.
- Value and respect people's contribution and their confidentiality, accepting people have different views.
- Provide a supportive environment to give everyone the same opportunities.
- If the meeting rules are not being met, the facilitator can call a short break or if the group has agreed to use cards, members will raise their cards to indicate their discomfort.

#### **Surrey Coalition of Disabled People**

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