

RUSSELL HOUSE SURGERY – PATIENT PARTICIPATION GROUP

MINUTES FROM ANNUAL GENERAL MEETING HELD ON 8TH JANUARY 2020

In attendance: Sara Aslett, Jayne Ralph, Mike Davies, Paul Dean, Kate Jones, Ruth Morris, Andrea Partington, Pat Roberts, Patt Watton, Sandra Wilks

1. Apologies: Alan Cotterell, Robert Lewis, Dr Williams

2. AGM – election of officers

As there was no official Chair for the meeting it was felt wise to elect the officers in order to continue.

Chair - Pat Roberts – nominated by Mike Davies, seconded by Paul Dean – voted in unanimously.

Vice Chair – Jayne Ralph – nominated by Lynn Fern, seconded by Robert Lewis – voted in unanimously.

Secretary – Robert Lewis – nominated by Lynn Fern, seconded by Mike Davies – voted in unanimously.

The meeting felt that there should be official positions for the work carried out in Patient Communications, including the newsletter as well as the attendees to the District Meetings.

Patient Communications Lead – Mike Davies – voted in unanimously.

District Meeting Attendees – Pat Roberts and Ruth Morris + Sandra Wilks – voted in unanimously.

3. Notes of last meeting - previously circulated

These were accepted although Sandra pointed out that her surname is spelt without an 'e' which will be corrected before publishing on the practice website and on the PPG noticeboard.

4. Matters arising from previous minutes

Now that the minutes from the meeting held on 6th November 2019 have been agreed Jayne confirmed that she would be able to add a copy to the practice website. There was discussion about putting a copy of the minutes on the PPG noticeboard which was felt to be reasonable – this will be done when they are agreed as accurate. Another suggestion was to have contact details for the Chairperson on the noticeboard and Pat has agreed to put these up in due course. It was also felt that a full library of Newsletters could be kept on the website rather than just the latest edition – Jayne will look into this. It was also felt that a list of achievements could be added to the website.

5. Review of Terms of Reference

It was felt that the terms of reference were a well worded version of the statement on the website. The opening statement was amended slightly to show that the PPG are already active, rather than implying it is something that will be done in the future.

The new roles will be added to the 'Officers' section.

It was felt that the last sentence regarding members should be under the 'Membership' section and that it should state that members will be asked if they wish to continue or step down at every AGM.

Discussion was had to clarify the number of members that would be desirable. It was felt that 4 **patient** members should be present for a meeting to proceed. It was felt that 15 was still the maximum number of people who could attend the physical PPG due to the size of the meeting room.

6. Newsletter

Mike has requested a meeting of the sub-group on 21st January 202 at 1pm. He has requested any suggestions for items be written and sent to him.

Jayne stated that the practice already has a piece about the new ANP. Pat suggested a piece on what patients should do if they require medication attention Out of Hours. Jayne also stated that she would like to submit a piece regarding the new text messaging system that was being rolled out at the practice.

7. News from the Practice

Please make reference to the attached document.

8. Codsall Community Hub

Pat bought an article written in the Parish magazine suggesting that the planning application had been refused. Jayne confirmed that the practice had not heard anything about this. Imre had stated that he would be happy to update the meeting on the latest news – Mike will email and ask him to attend the next meeting on 25th March 2020.

9. Patient stories

No patient stories on this occasion.

10. District Group Notes

Please make reference to the attached documentation.

11. AOB

- i) Membership was discussed as Andrea had initial resigned from the group. It was felt that her contribution was very valuable. The group understood that she would not be able to commit to attending all of the meetings but felt she should remain as an occasional member.
- ii) Robert has produced a list of dates for meetings in the coming year. These dates were given to all members and are as follows:-
 - Wed 8th Jan 2020 – AGM
 - Wed 25th Mar 2020
 - Wed 20th May 2020
 - Wed 15th Jul 2020
 - Wed 9th Sept 2020
 - Wed 11th Nov 2020
 - Wed 13th Jan 2021 – AGM
- iii) During discussions regarding membership Jayne was able to confirm that two people are currently on the list to join the group and both have completed the relevant forms. Pat asked if Robert could do a letter of invitation including the appropriate paperwork and instructions to go to the back door etc. Jayne will send the contact details to Robert.
- iv) Pat asked if a representative from the PCN could attend one of the meetings to explain what the forward plan of the group is etc. Jayne will find out who is the lead in the PCN so that contact can be made.

