

RUSSELL HOUSE PPG - Minutes

AGM (Virtual) meeting held on 13th January 2021.

1. Welcome, Introductions and Apologies

PR Welcomed everyone to the meeting and thanked MD for facilitating 'Zoom'.

- Present: Robert Lewis, Mike Davies, Jayne Ralph, Kate Jones, Pat Roberts. Paul Dean, *Sandra Wilks (*Unfortunately, Sandra had communication problems and was able to both view and hear the meeting but was unable to communicate*)
- Apologies: Sara Aslett, Dr Williams, Pat Watton, Andrea Partington, Ruth Morris,
- PR confirmed that she had received a letter of resignation from Pat Watton, and made reference to her contribution over the years. In addition, the rest of the members in attendance echoed Pat's sentiments, and their appreciation for her work with Russell House PPG.

2. Notes from the last meeting - Matters arising

- There were no issues raised from the Notes of the last Meeting.

3. AGM

- **Chairs Report** - Nominated by MD, and seconded by RL and indeed all the members in attendance, that the report is an accurate summary of the activities of the Committee over the past 12 months.
- **Election of Officers** -
PR confirmed that all of the existing Committee were prepared to continue for another 12 months. However, she did ask if there were any other Members that wished to join the Committee, and given that there were none the following Members were elected:

Chair - Pat Roberts: Nominated: Mike Davies Seconded: Jayne Ralph

Vice Chair - Jayne Ralph: Nominated: Pat Roberts Seconded: Mike Davies

Secretary - Robert Lewis: Nominated: Paul Dean Seconded: Kate Jones

Communications Officer - Mike Davies: Nominated Pat Roberts Seconded: Paul Dean

In conclusion, PR sought approval in the process of election of the new Committee.

- **Terms of Reference – Review**

PR made reference that there was no specific mention of ‘virtual’ meetings in the Terms of Reference currently being used. However, given the unprecedented circumstances of Covid-19, it was agreed that we should carry on as per current practice. MD agreed to examine the current Terms with view to providing the appropriate amended wording to take into consideration our present change of circumstances.

Beyond that, it was agreed that they should next be reviewed at the next AGM in 2022.

4. News from the Practice – Jayne Ralph – Copy Details Attached

- There were general comments from a number of the members relevant to the difficulties being experienced by all in dealing with Covid -19.
- JR confirmed that Vaccination was to re start at Codsall Satellite centre from Thursday 14th January and continue next week for two days. The centre is still working through the 80 yr. old patient cohort of which there are 562 patients from Russell House Surgery.
- There was strong sentiment and appreciation expressed by all, at the work being provided by both Doctors and Practice staff in providing optimum service during these unprecedented times.

5. News Letter

- PR expressed her appreciation for the professional work lead by MD, and the rest of the Communications team in the preparation and presentation of the Newsletter – issue no 17.
- Enquiry was made of MD if there was a facility to provide updates for the Patients. MD confirmed that he would investigate that, in conjunction with JR. In addition, MD was currently preparing for the Spring edition of the Newsletter.
- PR confirmed that she had been in communication with Imre Tolgyesi (Partnership Development Manager Enterprise South Staffs Council) about the facility of a notice board or the hoarding or a banner surrounding the current construction to the Community Hub/New Surgery. After discussion it was agreed that the display should be a banner of the size that passing motorists etc would be able to see and read. MD has been working on some designs based on displays available and will liase with Imre on technical graphics available, and report back to the rest of the members. PR did make reference that Imre would be able to provide within limits, finance in support of the display.

6. Seisdon District Notes

- Given change of meeting date that clashed with our AGM, PR confirmed that she was unable to attend this month meeting. However, she would investigate the minutes once received.

PR made reference to the fact that she was concerned at some of the 'wordology' being used within communications, that were not necessarily obvious as to their meaning. Subsequently, PR has raised her concerns with the Director of Communications, and will provide an update at a later meeting

7. AOB

- PR made reference to the date of Septembers meeting which has been communicated to be the 15th September. However as this clashed with prior commitments it was agreed to change the meeting date to 8th September 2021.
- The revised meeting dates are as follows:

17 th	March	2021
12 th	May	2021
14 th	July	2021
8 th	September	2021
17 th	November	2021
12 th	January	2021

8. Date of next Meeting - Wednesday 17th March 2.30 - 3.30

Attachments:

- News from the Practice provided by JR