

Minutes: Of Wychbury Patients' Participation Group Meeting

Held at Cradley Road Medical Practice
on 14th of June 2016, at 6.45pm

1. Welcome and Apologies

Members Present: Harry Bloomer (HB, Chair), Bill Beardow (BB, Vice-Chair/Sec.), Dennis Rose (DR), Helen Marsh (HM, Clinical Nurse Manager), Jenny Guest (JG), Margaret Heath (Treasurer) and Dr Rebecca Willetts (RW, GP Partner).

Apologies: Bryan Gould

HB welcomed everyone to the meeting and acknowledged the AGM date had been changed affecting the numbers of members' able to attend.

2. Approval of previous Minutes - The minutes were approved.

Annual General Meeting

3. **Treasurers Report (Bank – Account):** MH reported that the current balance was £2346.00. The group's expenditure during the past year was £1122.00 on the purchase of administration equipment and £78.00 on stationary. The income for the year was £1030 from a grant successfully applied for from the Dudley PPGs' Purse fund.
4. **Chairman's Report:** HB outlined the groups work during the last year and he thanked the group's officials for their contributions. (Written report distributed).
5. **Committee: appointments/re-election:** HB reminded everyone the Constitution allows for 8 committee members. Prior to the meeting nominations for the committee were received proposing HB for chairman. At the meeting BB proposed HB as chairman, DR seconded this. HB nominated BB to continue as Vice-Chair and Secretary, seconded by DR. DR proposed MH as Treasurer and BB seconded this. HB proposed DR and JG join the committee, seconded by BB. All nominations were voted on unanimously. Absent members to be co-opted at future meetings.
6. **PPG Meetings Format:** everyone agreed future meetings should be less formal with a simplified agenda. This should make meetings more of a social event than to present, be more welcoming and be more attractive to new members. To help this process the group would welcome the practice providing light refreshments (tea/coffee and biscuits) at the start meetings for members and their visitors. The PPG agenda will be simplified to encourage new patient/carer participation. As in the past, the PPG would welcome the practice providing a note taker at meetings to produce simplified meeting minutes/notes.

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The group would explore uploading visitor presentations to the practice website to give wider access by patients and the virtual group. Uploaded presentations will be kept current and old ones removed (NHS Toolkit).

7. PPG Meetings: other than the AGM and any SGM the Constitution does not dictate meeting frequency. In future four mid-week meetings per year will be scheduled one of which will be April's AGM.

Date of Next Meeting: Next meeting will be at Wychbury Medical Centre, in September, date to be advised by the practice.

Certified to be a true record of business conducted on the 14th June 2016 at the Cradley Road Medical Practice.

Signed: (Chairman)

Acronyms:

CCG - Clinical Commissioning Group (Dudley)

CQC - Care Quality Commission

DGH – District General Hospital

DNA – Did Not Attend (patient did not attend booked appointment)

POP - Patient Opportunities Panel

PPG - Patient Participation Group

SGM – Special General Meeting