

Patient Participation Group Meeting held at The Stag Medical Centre

ANNUAL GENERAL MEETING 10th January 2013

Minutes of the Meeting

Present:

Doctor Abbey
Jenny Drew (Chair)
Tony Drew
Kath Perry (Vice Chair)
Elaine Laurie (Secretary)
Peter Appleby
Iris Wilde
Gill Stokes
Christine Pigg
Jackie Houghton
Len Wilson
Pippa Harder

Apologies:

Chris Thompson (Practice Manager)
Tracy Ingram
Eileen Brooks (Publicity)
Heather Hind
David Guest

1.0 Welcome and introduction

- 1.1 Jenny welcomed group members and new member, Pippa Harder, who is willing to be involved in carer's corner.
- 1.2 Doctor Abbey attended the meeting. As senior partner she was also present at the first meeting on 1st December 2011.

2.0 Apologies were noted.

- 3.0 The minutes from 1st December 2011 were accepted as the first official meeting of the PPG and had been approved by all present at the meeting in January 2012. The minutes of the AGM 2013 will be sent out for information and will be approved at the AGM 2014.

4.0 Matters Arising

- 4.1 To be Quorate attendance at meetings will stand at 8 including the Chair and Secretary or their representatives. No decisions to be made if less than 8 members attend a meeting.

- 4.2 The group agreed that the PPG meetings will still be held monthly. There will be one month where a meeting will not take place during the summer. This will be agreed when group members have decided on holiday dates or that period. The duration of PPG meetings will remain from 6-7pm.
- 5.0 **Reports for 2012 – PPG DES Report March 2012 are available on the website.**
- 5.1 **Chair’s Report – Jenny Drew.**
Jenny reported on her year as chair which was busy attending meetings, organising the survey, assisted in the newsletters, preparing the flu days and fund raising events for MacMillan Nurses and Rotherham cancer Care with the PPG and working with Chris Thompson (Practice Manager). All in all a very busy year and much appreciated by all. Her report is on the Practice website.
- 5.2 **Vice Chair Report – Kath Perry.**
Kath’s report highlighted the meetings she attended with Jenny and Elaine, how the health service is changing and how the PPG has helped the Stag and Rose Court Practices make changes through the GP Practice Survey already. Kath thanked Chris Thompson and Tracey Ingram for supporting the PPG and complimented Jenny and our doctors and staff.
- 5.3 **Publicity Report – Eileen Brooks**
Eileen had sent her apologies for not being able to attend the meeting but Jenny ready Eileen’s report on the Spring/Summer and Autumn/Winter newsletters which had been distributed to Nursing Homes of Rotherham and districts, the GP Practices plus local businesses and pharmacies. Elaine had also produced a press release in the Rotherham Advertiser which had been received very well by patients who had seen it. She suggested that the Communications Group needs to be reassessed for 2013.
- 5.4 **Secretary’s Report – Elaine Laurie**
Elaine reported on her taking over from Mary Gascoigne as Secretary and how she has enjoyed the group’s progress and getting involved attending meetings with Jenny and Kath and other PPG members. Elaine is looking forward to this next year with anticipation.
- 6.0 **Any amendments to the Terms of Reference recommended by the membership.**
There were no changes recommended by the membership to the Terms of Reference or Ground Rules. These two documents are on the website.

7.0 Election of Officers.

- 7.1 **Chair** - Jenny Drew was nominated for a second year by Kath Perry and Gill Stokes seconded it. No one does it better.
- 7.2 **Secretary** - Elaine nominated for a second year by Kath Perry and Christine Pigg seconded.
- 7.3 **Vice Chair** - Kath Perry nominated for a second year by Gill Stokes and seconded by Peter Appleby.
- 7.4 **Publicity** – Eileen Brookes nominated for a second year by Jenny Drew and seconded by Kath Perry.

8.0 Dates for meetings 2013.

- 8.1 A list of dates for meetings during 2013 was distributed. This list is also on the Practice website.

9.0 Any other business.

- 9.1 Doctor Abbey was very impressed with the PPG progress, the survey and commented that all the feedback from the partners is very positive.
She said that the doctors do take on board our comments.
- 9.2 The second GP Practice Survey was shorter and had been completed earlier than expected. Feedback will be given at the next meeting where the PPG will have to agree an action plan and decide whether the survey comments should be published.
- 9.3 Len Wilson requested that only blind copies of emails be sent to the PPG members.
- 9.4 Peter Appleby commented that the only failure of the PPG this year was that we hadn't secured a photograph of Dr Proctor for the website. It was agreed that we had made valiant efforts to do this but we must respect his wishes not to have his photograph on the website.
- 9.5 Jenny is to attend a workshop meeting with NAPP and the CQC to prepare a guide for General Practice in readiness for the CQC inspections which will begin during April this year.
- 9.6 Peter Appleby offered to attend a meeting in Leeds for the Strategic Clinical Network and Senate Stakeholder Event Cardiac and Stroke - 15 January 2013 if a place has been allocated to our group.

Meeting closed at 7pm.

Next AGM is to be confirmed.

Next PPG meeting is 14th February 2013.