

Patient Participation Group AGM held at The Stag Medical Centre

Minutes of Meeting Thursday 12th January 2017 at 6.00 pm.

Present

Jenny Drew (Chair)
Elaine Laurie (Vice Chair)
Tony Robinson (Vice Chair)
Jean Toner (Practice Manager)
Dr Susan Abbey
Tony Drew
Iris Wilde (Treasurer)
Peter Appleby (Treasurer)
Christine Pigg
Pippa Harder
Heather Hind
Gill Stokes
Len Wilson
Margaret Denis
Mr A A Zaidi

Apologies

Abbreviations used:

Care Quality Commission	CQC
Clinical Commissioning Group	CCG
Clinical Reference Group	CRG
National Association of Patient Participation	NAPP
Rotherham, Doncaster and South Humber NHS Trust	RDaSH
Dementia Action Alliance	DAA
Active Always	AA
Enhancement Service Specification	ESS

Chair Jenny Drew

Ground Rules Reminder (on laminate cards)

Terms of Reference (on laminated cards))

1. **Welcome and introduction:**

1.1 Jenny welcomed all the attendees to the AGM

2.0 **Group Business:**

2.1 Approval of minutes of last AGM held Thursday 14th January 2016.

2.2 Matters arising. No matter arising.

3.0 **Reports 2016**

3.1 Chairs Report

2016 saw many changes within the Practice. The Practice management team is now substantive and there is a significant change to the way the Practice now manages its business. As a result of the appointment of Jean Toner as Practice Manager the PPG have a much more inclusive way of working with the Practice. We feel valued and are justifiably proud of the achievements we make within the Practice. This was demonstrated by the way the PPG helped out as ushers for the various Flu clinics held during the latter part of the year.

Charity fundraising was also a large part of the 'flu days as in previous years, this year focusing on dementia with, Crossroads and Lost Chord benefiting and some funding towards an Admiral Nurse to support our Practice. Our help was very much appreciated by the management team and the PPG felt they had made a difference to the workings to the Practice.

Carers Corner Social Afternoons have been another main activity thanks to PPG members and they are gaining more patients attending who can be registered and given advice by Janice Cutting from Crossroads.

After a great deal of effort to secure an Admiral Nurse for Rotherham, Jean Toner was able to announce we are now getting an Admiral Nurse along with Broom lane Surgery and the Gate Surgery. The Admiral Nurse will work between the three surgeries and should be ready to start January 2017. Hopefully this will

encourage more surgeries to show interest.

As Chair of our PPG I would like to thank you all for your continued support and considerable help during these changing times especially during the past 5 years. I for one am extremely proud of the way we all work very hard to achieve the aims of supporting the patients within our Practice and look forward to new leadership of the PPG now that I am stepping down as Chair.

3.2 Vice Chair Report - Tony Robinson

After 2015 being the year of change, 2016 has been the year of progress

A few examples the strengthening of the medical team, Staff working together better, Introducing and supporting the new appointment system are a credit to Jean and her team.

The Carers Cafe came to life and is going from strength to strength.

The Flu Clinics were again well supported and raised more funds than in previous years

It looks as though the challenge for an Admiral nurse has finally succeeded.

I thank everyone in the group for aiding this progress.

May I say a special thanks to Jenny for the commitment and hard work put in over the last few years as chair of the group, which has grown and grown to support the patients and become one of the best PPG groups nationally.

3.3 Secretary's Report - Elaine Laurie

We've had another good year supporting the practice, the Carers Cafe has grown in strength and the Flu days have been successful raising a significant sum of money for the nominated charities.

Thanks again to all those who volunteered their time to help at the various we supported throughout the year.

3.4 Treasurers Report - Iris Wilde

The PPG bank account balance at the 31st December was £1043.46

Petty cash totalled £61.04

There are no Liabilities

Balance £1104.50

Note:

The Carers Cafe received a grant of £300 in September 2016. There was a requirement for this to go into an established bank account. Therefore it was deposited into the current PPG account. £150 of this has been withdrawn, but a further £150 remains in the above account. We also left £480 from the monies raised from the Flu days to spend in relation to the future dementia care, taking these two amounts from the balance the PPG has £474.50 of disposable income.

4.0 Election of Officers:

Chair - Elaine Laurie voted as Chair nominated by Gill Stokes seconded by Iris Wilde.

Vice Chair - Jenny Drew - nominated by Tony Robinson seconded by Pippa Harder.

Secretary - Tony Robinson nominated by Elaine Laurie seconded by Peter Appleby.

Treasurer - Iris Wilde nominated by Mr Zaidi seconded by Heather Hardwick.

Vice Treasurer - Peter Appleby nominated by Tony Robinson seconded by Len Wilson.

Publicity - Eileen Brookes

Carers Chair - Pippa Harder nominated by Jenny Drew seconded by Len Wilson.

5.0 Dates for the 2018 meetings

5.1 The monthly PPG meetings will be held on the second Thursday of each month at 5:30 at the Stag Medical Centre

6.0 Another other Business

6.1 None

7.0 Next AGM at 5.30pm. Thursday 10th January 2018

TR 30/01/2017

Meeting closed 6.30 pm.

