

**Minutes and Action Points of
Patients' Group Committee Meeting
Tuesday 10th March 2015 at 19:00**

Present: Anna-Marie Baber, Peter Boulton, Jerry Bullock, Eileen Glasper, Nigel Leicester, John Onsworth, Sheila Shaw and Gary Stantiall

Apology for absence: Ian Bradford

Action

Annual General Meeting

The Committee was asked to finalise arrangements for the AGM on 23rd April at 7.00 pm. It was confirmed that the meeting would be held at Gorse Covert Community Centre and that Laura Willcocks, (West Leicestershire CCG's Planning and Engagement Manager - North Charnwood) had agreed to be the guest speaker and to be a member of the "Question Time" Panel.

A copy of the updated agenda for the AGM (including proposed amendments to the Constitution) and the draft nomination form for officer and committee appointments were submitted

The Annual Report for 2014-15 which would form part of the papers for the AGM had still to be prepared but a note outlining the key points to be included in the report was submitted.

Reference was made to the proposed amendments to the Constitution to make provision for carers to be involved in the Group on behalf of patients. The view was expressed that, as drafted, the proposed wording left scope for misunderstanding of what was intended and that greater definition of the carer role would be advisable.

Reference was made to the fact that for the Question Time at the 2014 AGM, several questions had been prepared in advance for Committee members to put to the Panel in the event that questions "from the floor" were not forthcoming. That had proved to be useful and by asking one or two questions from the list, Committee members had been able to trigger questions from the audience on related issues. It was suggested that a similar approach should be adopted for the 2015 AGM and that the 2014 list of questions would be a good starting point.

<p>AGREED</p> <p>1. that Jerry be authorised to amend the draft revised Constitution to reflect the comments made at this meeting and to publish it with the agenda for the AGM;</p> <p>2. that a copy of the questions prepared for the 2014 AGM be circulated to Committee members to enable them to suggest any others that they wish to see included for 2015.</p>	<p>JB</p> <p>JB</p>
<p>Publicity Update</p> <p>The item had been included on the agenda to consider action taken since the January meeting of the Committee and to consider any additional publicity for the AGM.</p> <p>Peter thanked Nigel for his involvement with the Practice on this work and Anna-Marie and the Practice staff for their contribution. Nigel mentioned that although he had made suggestions as to how the question of branding might be approached, the output had been the work of the Practice's staff.</p> <p>Reference was made to the use of the branding on the "TV monitors" in the surgeries and the view was expressed that it provided a more eye-catching display.</p> <p>Ways of utilising the branding were discussed, including in relation to the Group's AGM which was the next major item requiring publicity.</p> <p>Jerry circulated copies of draft posters regarding:</p> <ul style="list-style-type: none"> • the "Question Time" at the AGM; and • inviting patients to get involved in the Patients' Group. <p>Once finalised, those and other material for the AGM would be sent to Anna-Marie for display at the surgeries and on the website.</p> <p>Nigel circulated a copy of a leaflet produced by St John Ambulance and expressed the view that it was along the lines of one that the Committee had discussed at an earlier meeting as a potentially useful reference item for patients which the Group/Practice might wish to consider further.</p>	<p>JB/A-MB</p> <p>NL/A-MB</p>

<p>Revised Date of Committee Meeting</p> <p>Discussions had been held with the Practice on potential dates for a meeting to take the place of the one programmed for 11th March. Peter and Jerry had requested that a date be identified at least three weeks before the AGM so that they would have a reasonable opportunity to take as much action as may be required before they stepped-down from their current roles at the AGM.</p> <p>It had been indicated that Dr Akhtar could be available on either Monday 30th March or Wednesday 1 April.</p> <p>AGREED that a meeting of the Committee be held on Wednesday 1 April 2015 at the Maxwell Drive surgery at 7.00pm.</p>	<p>JB/All</p>
<p>PPG Network - 16 April - Representation</p> <p>The next meeting of the PPG Network would be held on Thursday 16 April. Peter would be attending and there was space for an extra two Committee members to attend. The meetings were usually informative and gave the representatives the chance to engage with other PPG members and those attending from the CCG.</p> <p>AGREED that additional places be booked to enable John and Nigel to attend the meeting.</p>	<p>JB/PB/JO/NL</p>