

Handsworth Medical Practice – Patient Participation Group

Notes of an inaugural meeting held at Handsworth Medical Practice on Monday 6th February 2017

Present:	Josie Camplin, HMP Practice Manager	JC
	Sue Sandell, HMP Asst. Practice Manager	SS
	Dr Simon Ormerod	SO
	Zia Rehman	ZR
	John Glover	JG
	Brian Robinson	BrR
	Bridget Robinson	BR
	Sue Harbour	SH
	Pat ?	
	Barbara ?	
	Laura Bellotti	LB
	Noel Hayes	NH
	Zubeda Skinner	ZS
	Gill Tofts	GT
	Joyce Hill	JH
	Joan Smith	JS
	Lorraine Toynton	LT

The meeting commenced with JC and SS welcoming and thanking everyone for attending.

Everyone then introduced themselves with a short summary of what they had done and how long they had been with the Practice.

JC and SS then ran through how the previous HMP's PPG had worked and the various aims and objectives.

JC and SS will send everyone, who attended, the details of the past PPG and the Terms of Reference and Code of Conduct.

Officers of the Committee needed to be appointed ie:

Chairman
Vice Chairman
Treasurer
Secretary

After some discussion it was agreed that the following would take up the appointments:

Joint Chairs	Sue Harbour; Noel Hayes
Treasurer:	Gill Tofts
Secretary	Bridget Robinson

Both SH and NH stressed that they spend a lot of time each month out of the country and it was agreed that they would take over the others roll if one was not available.

The following points were then discussed:

1. How often to hold meetings: A minimum of 4 times a year but it was acknowledged that we would need to meet more frequently initially, to get our PPG off the ground.
2. Where the meetings should take place: It was agreed that the best venue would be the Handsworth Medical Practice (HMP).
3. Timing: It was thought that Friday afternoons at 2.30 could be possible – the Practice is less busy at that time. However, this might need to be changed as a few members work and possibly could not attend at this time.
4. It was decided that an early meeting should be arranged and 18.00 on Tuesday 21st February at HMP was agreed. It should be noted that the meeting must end by 19.00. It was arranged that the Officers would meet JC and SS at 17.30 prior to the main meeting.
5. LT agreed that she would take a look at the Terms of Reference and Code of Conduct once received.
6. GT will discover what monies have been left from the previous PPG.
7. The Practice to supply a breakdown of the numbers of patients, ethnicity and age.
8. The Practice to inform the Committee of the support they will provide with emphasis on how we raise money for the Practice.
9. The Practice to inform the Committee of their responsibility with regard to the maintenance of the building.
10. At the meeting on 21st February, NH will explain to the Committee the Sustainability and Transformation Programme with regard to GP practices and Practice Specific Action.

Bridget Robinson
Secretary