

## Handsworth Medical Practice – Patient Participation Group

### Minutes of the Meeting held at Handsworth Medical Practice on Tuesday 21st February 2017

1. Present:
  - Sue Harbour (Joint Chair)
  - Noel Hayes (Joint Chair)
  - Gill Tofts (Treasurer)
  - Bridget Robinson (Secretary)
  - Laura Bellotti
  - Senka Zulic
  - Lorraine Toynton
  - Zia Rehman
  - John Glover
  - Joyce Hill
  - Joan Smith
  - Barbara Bittle
  - Brian Robinson
  - Josie Camplin (Practice Manager)
  - Sue Sandell (Asst. Practice Manager)
  
2. Apologies for Absence:
  - Pat Murrell
  - Zubeda Skinner
  
3. Minutes of the meeting held on 6<sup>th</sup> February 2017. Accepted
  
4. Matters Arising:
  - 4.1 Frequency of Meetings. Agreed 4 times a year but more frequently until the official launch. Timing: alternating between Fridays at 14.30 and Tuesdays at 18.00. Flexible to meet members other commitments.
  
  - 4.2 Terms of Reference and Code of Conduct. LT produced the updated version for the HMP PPG. These were accepted and are attached.
  
  - 4.3 Monies available. GT confirmed that there is an amount of £381.62 and she is awaiting a cheque from the previous treasurer. Not possible to open a bank account so the money will be kept in the Practice safe under the safekeeping of JC and SS. GT confirmed that she will keep an audited ledger book.
  
5. Aims and Objectives:

It is hoped that the official launch of the PPG will coincide with the works at the Practice being finalised. Hopefully, soon after Easter

The main aims of the PPG will be to: Facilitate the patients needs; to discover what services they require and how any additional services could be provided.

The PPG to provide:

Community Notice Board in time for the launch.  
A Newsletter advising of the new PPG. LB and ZR to liaise  
Questionnaire (draft attached)

6. Transforming Services Together (TST). The TST is a forerunner and component part of east London's Sustainability and Transformation Plan (STP). Attached is the document NH read to the meeting.
7. Health Watch: The Patient Rep. Training will be held on Saturday 4th March, 10:00--16:00, at Waltham Forest Hub (Central), 1 Russell Road, Leyton E10 7ES and is run by Healthwatch Waltham Forest. To reserve a place, contact Daniela Muenzel 020 3078 9990 or 07507483288. Both JG and Z

For more information visit [www.healthwatchwalthamforest.co.uk/events](http://www.healthwatchwalthamforest.co.uk/events)

SH to contact Health Watch to arrange for a representative to attend a PPG meeting in the future.

8. AOB: It was suggested that the Practice would benefit by engaging a resident phlebotomist as various local blood test centres are experiencing very long waiting times. (see the questionnaire).
9. Date of next meeting: **Thursday 2<sup>nd</sup> March at 14.00**. Please advise me if you are unable to attend: [bravorobinson@ntlworld.com](mailto:bravorobinson@ntlworld.com) or 020 8502 9898

Bridget Robinson  
Secretary