

## Handsworth Medical Practice – Patient Participation Group

### Minutes of the Meeting held at Handsworth Medical Practice on Tuesday 25<sup>th</sup> April 2017

1. Present:  
Sue Harbour (Joint Chair)  
Bridget Robinson (Secretary)  
Brian P Robinson  
Laura Bellotti  
Senka Zulic  
Lorraine Toynton  
John Glover  
Joyce Hill  
Joan Smith  
Zubeda Skinner  
Barbara Bittle  
Zia Rehman
2. Apologies for Absence:  
Noel Hayes (Joint Chair)  
Gill Tofts (Treasurer)  
Pat Murrell  
Josie Camplin (Practice Manager)  
Sue Sandell (Asst. Practice Manager)
3. Minutes of the meetings held 21<sup>st</sup> March 2017 were approved.
4. Spreadsheet accepted and LT was thanked for her work on this. LT and BR agreed that they would, once questionnaire responses received, input the data and liaise with other committee members for assistance.
5. Design and Marketing. LB and BPR to continue discussions and LB to discuss with her students the production of the logo. Her better students are currently doing exams so it was agreed that they should be approached after they have finished. LB has produced a “box” for the placement of completed questionnaires.
6. Rota: SH and BR will compile a rota for launch week and members would complete any times that had not been filled.
7. Fund Raising; Some ideas previously discussed had been deemed as inappropriate. BPR to pursue other ideas once we have headed paper/compliment slips.
8. Requirement for a wheelchair at the practice. LT gave details of an incident outside the practice where a wheelchair had been essential. SH has said that she has located a wheelchair/s. LT to liaise with the Practice.
9. Any other Business. There was prolonged discussion about the readiness of the PPG to launch on 8<sup>th</sup> May. It was unanimously agreed that activities should be put on hold until September when we should have the design and

marketing work in order and Josie has recovered. Also, staff at the practice will have had time to work out how best to cover and attend PPG meetings.

There was discussion on the Local Standard for Patient Participation Groups. LT pointed out that to achieve Bronze Status a GP and a Practice Manager should attend all meetings. It was agreed that our aim should, ultimately, be to achieve Gold Status (a copy of the relevant section is attached to these minutes).

It was agreed that SH and NL would write to JC and SS (this has been done and a copy of the letter is attached to these minutes).

**10.** Date of next meeting:

Tuesday 13<sup>th</sup> June at 18.00 – 19.00 at HMP (if the room is available. BR to check).

Bridget Robinson