GREAT HARWOOD MEDICAL GROUP (GHMG) PATIENT

AGM - Tuesday 13th February 2024 at 1.00pm

In Attendance; Sarah Lord, Pauline Quinn, Carol O'Brien, Lindsay Williams, Alan Wilkinson, Christine Jackson

Item	Minute	Action
1.	Apologies; Karen Clarke, Julia Ashworth, David Cockett and Margaret Morrison	
	Chairman's Welcome Pauline Briefly welcomed everyone to the meeting and then handed the Agenda over to the Secretary.	
	Acceptance of 2023 Minutes Proposed; Christine Jackson Second; Alan Wilkinson	
2.	Organisation of the Group (elections) Terms of Reference 4.1 – 4.2 Membership of the Group Terms of Reference 3	
	The Election of Officers CHAIR PERSON - Pauline Quinn Proposed - Alan Wilkinson Second - Lindsay Williams	
	VICE CHAIR PERSON - Lindsay Williams Proposed - Carol O'Brien Second - Pauline Quinn	
	SECRETARY - Carol O'Brien Proposed - Alan Wilkinson Second - Sarah Lord	
	TREASURER - David Cockett Proposed - Pauline Quinn Second - Lindsay Wilkinson	
	The Secretary stated that we must be mindful over the next year that we are susceptible of falling below our minimum number of 4 members apart from our Executive – added to Activities below in section 5.	
3.	Secretary's Yearly Report This report was circulated to all members prior to the AGM. There were no questions raised regarding this report.	
	Proposed - Sarah Lord Second - Christine Jackson	

4.

Treasurer's Yearly Report

This report was circulated to all members prior to the meeting.

Our Treasurer sent some notes appertaining to his report in his absence;

"Our balance of £369.90 does not allow us to finance any new project without some way of increasing our funds.

(Apart from our grants from Tesco and the Duchy of Lancaster our only income generated by the PPG was £146 from our Coffee- Morning in 2019.)"

These comments are to be discussed further within Activities for this year at our next meeting in May.

Proposed - Alan Wilkinson

Second - Lindsay Williams

5.

Aims of the Group & Activities

Terms of Reference 2.1 – 2.2

- 2.1 Create a PPG that is representative, equitable and, where possible, covers all sections of the practice population.
 - a) Invitations sent to all new Patients on enrolling with the Practice, frequently placed in our Newsletter and posters displayed in Reception.

This was completed during our last year.

- 2.2 To promote co-operation and understanding between the Practice and Patients to the benefit of both.
 - a) The Practice Manager/Assistant Manager is in attendance at all meetings
 - b) Chair person/Secretary have regular contact with the Practice (Practice Manager and on occasions Partners Meetings.

To aid representation from a Gp it was decided that this forthcoming year meetings will start at 1.00pm.

Terms of Reference 5.1 - 5.8

- 5.1 The Group will consult with the Practice on service development and provision and assist in the assessment of community medical needs.
 - a) At meetings, Patient Feedback and through Surveys

Completed

- 5.2 The Group will contribute to, and be kept informed of, Practice decisions.
 - a) Meetings

Completed

- 5.3 The Group will produce a Newsletter four times a year informing Patients of the work of the Practice and activities of the Group. The Newsletter will be distributed by email and through the post where necessary and will be made available in the surgery and on the PPG webpage.
 - a)Distributed through email, via Webpage and now on Face book

Completed

Terms of Reference

The Secretary brought to the attention of the meeting an anomaly within the Terms of Reference.

It was proposed that Terms of Reference 5.3 should now read (changes in **bold**);

5.3 The Group will produce a Newsletter four times a year informing Patients of the work of the Practice and activities of the Group. The Newsletter will be distributed by email and through the post **by request** and will be available in the surgery and on the PPG webpage.

Carol

Proposed - Alan Wilkinson Second - Lindsay Williams

- 5.4 Identify key issues for an annual survey that will be published with the findings.
 - a) Survey held November/December 2023

Completed

- 5.5 Discuss survey findings and reach agreement with the Practice on changes to services.
 - a) To be done at the meeting following this AGM

Completed

- 5.6 Agree an action plan with the Practice that enables the agreed changes to services to be made.
 - a) To be done at the meeting following the AGM

Completed

- 5.7 Contribute to practice decision making and consult on service development and provision.
 - a) Following Survey
 - b) At meetings

Completed

- 5.8 Provide feedback on patients' needs, concerns and interest and challenge the Practice constructively whenever necessary.
 - a) Through written Patient Feedback received at meetings
 - b) Through word of mouth Patient Feedback at meetings

Completed

2024/25 - Main Priorities

- Produce 4 on-line newsletters
- At Flu Clinics we will act as 'sign posters' and promote Newsletter/PPG
- Survey Following putting the '2023 Survey Action Plan' in place this is to be re- circulated by; Gp's giving out copies (at appointments), QR codes and possibly link in with a coffee morning.
- Face book presence
- New Members

Sarah/Carol All Members Sarah/all members

Lindsay/Carol

All members

6. **Meetings of the Group**

- Terms of Reference 6.1 6.4
- 6.1 The Group will endeavour to meet no fewer than four times a year, and will, in addition normally hold an Annual General Meeting in February each year.
 - a) 31st January 2023 AGM & Meeting, 25th April 2023, 18th July 2023, 7th November 2023 **Completed**

6.2Notices of meetings, reports and information about the PPG's activities will be displayed on PPG notice boards, in surgery waiting rooms and on the Group's webpage and members will be notified by email alerts and through the post when necessary.

Completed

- 6.3 Have a Practice GP present at meetings to enable clinical understanding.
 - a) Observed where possible although Clinical duties must come first Completed

Meetings during 2024/5 shall commence at 1.00pm to aid attendance.

- 6.4 Be provided with accommodation and facilitation by the Practice.
 - a) Library, photocopying, advice

Completed

For 2024/5

- Hold Four meetings and One AGM;
 - 13th February 2024 AGM & Meeting 1.00pm
 - 21st May 2024 1.00pm
 - 13th August 2024 1.00pm
 - 19th November 2024 1.00pm
- To be held in the Practice Library unless advertised differently.
- To be held on a Tuesday at 1.00pm unless advertised differently.
- To try and represent a cross section of our community.

7. **AGM – AOB**

Sarah thanked all the PPG for their work through the last twelve months and Carol and Pauline thanked Sarah and the Practice for their help.

There being no other business to discuss the meeting was closed at 1.45pm.