

**Minutes of Kingswood Health Centre Patient Participation
Group (PPG) AGM Meeting
Held on Tuesday 23rd February 2021**

Chair: Margaret Adams/Gerry Wiltshire
KHC Present: Dr Emma William/Nicole Canty-Davis/ Robyn Clark
Minutes: Nicole Canty-Davis
Members Present: Steve McMahon, Marina Davis, Lyn Jefferies,
Beryl Cains, May Diorazio
Apologises: Dave Jenkins

Welcome and Introduction

Margaret welcomed those in attendance, particularly Dr Emma Williams and Robyn Clark.

Dr Emma Williams introduced herself as GP Lead for the PPG

Welcome extended to new member Beryl Cains

Matters Arising From Last Meeting

RSVP scheme – anyone interested in volunteering details to be passed to Steve as driver co-ordinator – although at present the scheme is not operational due to pandemic.

4 PCN PPG did have one meeting this year

All other items from last meeting were agreed.

Terms of Reference

These were agreed and would be reviewed in September 2021

NEW BUSINESS

Election of Chair

Nicole asked for nominations for Chair:

Marina nominated Gerry Wiltshire, seconded by Lyn and confirmed via unanimous vote.

Vice-Chair: Margaret Adams – unanimous vote

Secretary – Steve McMahon – unanimous vote

Expanding PPG Members

General discussion on how to raise awareness of the PPG and therefore encourage new members.

Agreed that members would try to discuss with any friends/family members who are patients at the practice the aims of the PPG to try encourage interest.

Gerry informed the meeting that she had 'recruited' Beryl Cains (new member) this way - all agreed a good idea

All present felt that it was really a good time to encourage a Virtual Group, which previously the practice has not had.

Posters will be displayed advertising this in the waiting room, website, and practice facebook page.

Costings to be obtained regarding a large banner to be displayed in the waiting room as it was felt this could be very pro-active in raising awareness due to the visual impact.

Regular PPG newsletter to be designed, written by Gerry, Margaret and Steve for display on website, facebook page, waiting room and Nicole will discuss with Business Team sending a text message to patients who use this facility encouraging them to look at the newsletter and hope this may encourage new members. Group are keen to try and encourage younger members to the group.

Nicole informed the meeting that she has asked the Patient Care Navigators to pass any details of patients who contact the practice and are interested in volunteering to her and she will contact the patients and ask if they are interested in joining the PPG. If yes then she will ask if they are happy for their details to be passed to Gerry who will then contact them to discuss further.

Direction for 2021

Meeting discussed the PPG members taking 'ownership' for regularly reviewing the practice website to ensure all info and links are working and current.

They will liaise with Nicole who will then pass any issues to Business Team who manages the practice IT.

Margaret also discussed some information she had regarding support for patients who suffer with both mental health and dementia problems.

Robyn updated the members with the support and information the practice offers patients. She also explained two new roles we have at the practice which is a Physicians Associate (who also works with Cadbury Heath) and a 4 PCN Patient Care Co-Ordinator. They both work closely with mental health and dementia patients and their carers including signposting to appropriate services.

During 2020 KHC PPG were going to act as hosts for the 4 PCN PPG awareness event.

It had been decided that the focus would be Mental Health Awareness and the date had been chosen for October during Mental Health Awareness Week. Unfortunately due to the pandemic this was unable to go ahead but it was agreed that this would be the topic moving forward and KHC PPG would still act as hosts – date to be agreed but probably looking to 2022.

Meeting Dates for 2021

Meeting dates for 2021 were agreed as follows

Full PPG and Practice

Tuesday 18th May @1pm
Tuesday 21st September @1pm
Tuesday 18th January 2022 @ 1pm – AGM

PPG members only meetings to be held monthly between full quartile meetings.

Dates to be agreed – Nicole did volunteer to join these meetings if required and appropriate.

AOB

Dr Emma Williams agreed for her nhs e-mail address to be given to Chair, Vice-Chair and Secretary.

Noted Steve is working on a badge design for all PPG members

Thanks given to Steve for his IT support in hosting the Zoom meeting.

Date of next meeting - Tuesday 18th May 2021 @ 1pm