

## Marine Lake Medical Practice Patient Participation Group Minutes of Meeting

**Date:** 15th January 2015

**Venue:** The Concourse, West Kirby

**Present:**

S Mayne	(SM) (Chair)	Kieran O'Hagan (KH)
A Hegg	(AH)	Mike Roach (MR)
J Siddle	(JS)	Sandra Wall (SW)
Margaret Cook	(MC)	E Linge (EL)
B Linge	(BL)	

**In Attendance:** K Farroll      Community Action Wirral

		Minute
<b>1.</b>		<b>Apologies for Absence</b>
		Ina Bowman, Wyn Cooke, B Jones, Derek Timmin
<b>2.</b>		<b>Minutes of the Previous Meeting</b>
		Ratified as a true record subject to amendments; 6.1; the contract 'for drug and alcohol services ' which was previously held by CWP.
<b>3.</b>		<b>Matters Arising</b>
	3.1	<p>JS mentioned several issues regarding the lack of provision for respite care for those suffering from mental health. Members present gave accounts of personal experiences that they were aware of.</p> <p>Constitution Review: Members discussed various issues with the constitution;</p> <ul style="list-style-type: none"> <li>- All patients of the practice are eligible to join the PPG but only the executive committee have voting rights out with the AGM</li> <li>- How does the group make representations to the practice</li> <li>- Member said that there had been a task and finish group to look at the booklet but nothing more has progressed</li> <li>- Is there any examples of where a task and finish group has influenced the practice?</li> <li>- Potential problem of members turning up in large numbers only to vote on an issue then not participating in the PPG any further</li> </ul> <p>The following members agreed to form a working group to review the constitution; Stan Mayne, Kieran O'Hagan, Margaret Cook, Jill Siddle</p>
<b>4.</b>		<b>Declaration of Interest</b>
		None
<b>5.</b>		<b>Speaker</b>

		<b>Minute</b>
		None
<b>6.</b>		<b>Officer's Report &amp; WHCC Patient Forum</b>
		<b>Chairman's report &amp; WHCC Patient Forum</b>
	6.1	<p>SM mentioned that the Chair of WHCC Patient Forum had resigned. SM was subsequently voted interim Chair. He said that he was uncertain how the forum would operate in the near future.</p> <p>He also informed the members of the restructuring of WCCG following the report from NHS England.</p> <p>AGM</p> <p>The Annual General Meeting has been agreed to be held at 7pm on February 19<sup>th</sup>. All members have had 4 week's notice and the AGM should be advertised on the notice board. Expressions of interest for the officer roles have been sent out with a deadline of February 5<sup>th</sup> for any returns.</p> <p>SM asked if members wanted an ordinary meeting prior to the AGM. After discussion it was agreed to hold a PPG meeting at 5.30pm on 19<sup>th</sup>.</p> <p>SM showed members a copy of N.A.A.P. Practice and Patient experience booklet and MR asked if this should be circulated to members.</p>
<b>7.</b>		<b>Sub Group's Report</b>
	7.1	<b>Dementia</b>
	7.2	<b>Newsletter</b>
	7.3	<p><b>Practice Organisation</b></p> <p>AH said that she attended the PPG through it being advertised on the notice board and she thought that perhaps many patients do not understand what it is that a PPG does. She asked if it could be advertised better, explaining in more detail what the PPG aims to do.</p> <p>SW said that the practice newsletter is the best method of communicating.</p> <p>MC said that more speakers were needed and better speakers.</p>
	7.4	<b>New Building</b>
<b>8.</b>		<b>AOB</b>
		<p>Expressions of Interest for PPG Officer's; Mike Roach – Vice-Chair</p> <p>Members discussed meeting dates for the year. Group decided to meet on the 3<sup>rd</sup> Thursday of each month with the exception of August and December when there will be no meetings held.</p>
<b>9.</b>		<b>Date &amp; Time of Next Meeting</b>
		February 19th at 5.30pm
		<b>Summary of Actions</b>

		<b>Minute</b>