

PPG AGM

Date

Thu 06 Jul 18:00 - 19:00

Location

Meeting Rooms 1 & 2

Confirmed attendees

Amy Hood, Hayley Wilbourne, Emma Holehouse, Sarah Buckley

Other Attendees

AH,EH,SB,HW,TF,PW,GD,RW,RH (virtual),JA - 2 members public present FMS,SD both previous members of PPG

Details/Agenda

Welcome

Apologies

Discuss PPG roles and vote

Boundary change

AOB

Close

Minutes

Welcome

SB fire safety, TF initiated round robin introductions

Apologies - GC, DN, MP, MH

Discuss PPG roles and vote - RH dialled in remotely as away with work to create quorum

Appointment of Officials

- Secretarial/admin role covered by Practice Care Co-ordinators - no vote required.
- TF states his willingness to stand for Chair another year. PW nominates TF and RW & GD seconded. No opposition and resulted in unanimous agreement for TF to continue as chair for a further year.
- PW stands down as vice chair, a big thankyou to PW for all her help and support when in office. RH states his willingness to stand for vice chair, no opposition position agreed.
- FMS previous member stopped coming due to Covid and virtual meetings now we have face to face meetings again request to reinstate. Agreed Care Co-ordinators to add back to mailing list for next meeting.
- SD also request to re-join not been member for several years Care coordinators to send out paperwork.

Appointment of officers complete.

Boundary change

- AH made presentation on practice boundary and proposed alterations.
- SD queried if any persons will be pushed out of the surgery - no no-one will be removed should the proposal go forwards this affects only new registrations.
- Parish council informed about survey and been published online
- Once survey closed figures to be shared with PPG.
- Submission date 23/08/2023
- TF informed that the ICB panel to discuss practice boundary submissions is always recorded and added to YouTube so we will be able to view this when it comes about.
- It was noted that although Todwick is covered by Kiveton and Swallownest surgeries primarily but there is a small section also covered by Dinnington surgery. making the area covered by 3 surgeries at present.
- Noted that if a patient was registered here and lived in Todwick but moved away then moved back into Todwick after our boundary alterations the patient would not be permitted to re-register to our practice.
- JA informed the group the new estate in Swallownest has 99 houses being built.

AOB

- Discussion about space being limited in our building and ability to recruit staff being curtailed due to this.
- PPG member GD who is also on parish council informed that they have discussed the damage at the front of the building in parish council meeting and made a report.
- TF spoke to CQC about building maintenance and issues with landlord RMBC.

- SB informs partners want meeting with RMBC
- PPG to look into building space and conditions as a future project.
- Discussion about membership of PPG and attendance guidelines.
- SD and FMS informed that all prior minutes are available to view on our website should they wish to view
- TF discussed recent online meeting he and JA were present at regarding PPG and diversity. SB to send slides to PPG which are up on NHS Futures website.
- All PPG members to be added to practice newsletter mailing list.
- discussion re hybrid meeting systems, we managed today with one PPG member on a laptop in the room but RMBC has said a proper hybrid meeting room is in the works.
- Next PPG meeting early September date TBC.

Close

Actions

- HW took SD email to send out PPG membership forms
- FMS to be added back into mailing list
- Slides from meeting as noted above will be added to the minutes
- All PPG members to be added to practice newsletter mailing list
- SHB to chase RMBC re Hybrid meeting room facilities

Associated documents:

- [2023 06 06 Patient Participation The Art of the Possible slides\(1\).pdf](#)