

## MINUTES

### GREAT HARWOOD MEDICAL GROUP

#### PATIENT PARTICIPATION GROUP (PPG) AGM

**Date & Time:** 7th March 2016  
1.30pm – 4.00pm

**Venue:** Library / Resource Room  
Great Harwood Health Centre

**Those Present:** Carol O'Brien, David Cockett, Gerald Rostron, Colin Cooper, Pauline Quinn, Kevin Dean, Maureen Faud, Brian Faud, Sarah Lord.

Before the meeting commenced Sarah welcomed Mrs Kirsty Grayson along with Drs Tyagi, Radice & Ireland. Kirsty attended the meeting to thank patients for their donations and support and to let the group know the amount of donations received so far. £4383 has been shared between the British Heart Foundation, British Hypertension Society and MIND Lancashire. The British Heart Foundation have inaugurated an award named the "Dr Rob Grayson award" which will be presented each year for the best scientific research paper. This award is highly coveted and not given lightly. The first award will be presented in Dublin in September.

A group of Dr Grayson's friends are cycling through 3 counties on the bank holiday weekend in August to raise money for MIND Lancashire.

Kirsty has worked closely with the Council to ensure that the side road to the health centre in Gt Harwood will be named "Dr Grayson Way". Kirsty will let the group know the date when the signage will be unveiled.

Moving forward the charities for fundraising will be MIND Lancashire and the British Hypertension Society.

Sarah thanked Kirsty for coming to the meeting and informed the group that Kirsty approved of proposals previously discussed regarding memorials for Dr Grayson at both Gt Harwood and Rishton.

**Apologies:** Julia Ashworth, Beryl Chippendale, Beryl Timmins, Mohammed Yasir.

1. **Chairman's Welcome:** In Mohammed's absence Sarah welcomed everyone and thanked them for attending the AGM.

2. **Secretary's Yearly Report 2015/16**

The minutes of the last AGM were accepted.

February 2015

- Sent off first box of medicines to Africa via Intercare and the toys started to be collected for the waiting areas.
- First edition of the newsletter entitled "Stethoscope" was published.
- New Chairman – Mohammed Yasir was elected.

March 2015

- First patient led AGM.
- Started to look at a befriending project for elderly and lonely patients. One initial barrier was that patients are frightened of the unknown/stepping over the doorstep. To this end a concise list of community activities and events running locally was put together with contact details.

April 2015

- Second edition of Stethoscope published.

May 2015

- The PPG got behind the practice to launch the "Pharmacy First Scheme".
- Discussed the ratio of patients/doctors which was comparable to local practices.
- It was discussed that within the PPG and the practice as a whole we must keep Rishton patients involved.

June 2015

- During National PPG Awareness week we held a coffee morning at Gt Harwood where newsletters were given out, raised awareness of the group and offered blood pressure checks. At Rishton newsletters were given out and awareness of the group was raised.

July 2015

- Third edition of Stethoscope was published.
- There was no meeting this month due to holidays.
- First Hyndburn PPG meeting was held.
- We also had a presence at the Clinical Commissioning Group (CCG) meeting to discuss the Prioritisation Process and Improving Access.

August 2015

- A rota was established for toy cleaning at both sites.

- A further parcel of medicines was sent to Intercare.
- Feedback was given to the CCG as a result of a consultation with our practice PPG as regards to the Prioritisation Process.
- We decided that Carers Link would be invited to give a talk at an outside venue.
- The new telephone system went into operation and the introductory message was shortened following patient feedback.

#### September 2015

- With deep sadness we lost Dr Grayson, all the staff must be commended on their professionalism at this time of sorrow.
- The second Hyndburn PPG meeting was held with a presence from our group.
- Fourth edition of Stethoscope published.

#### October 2015

- We discussed how Dr Grayson could best be remembered with various suggestions put forward.
- Intercare can no longer accept medicines for Africa due to the new falsified medicines directive and the changes in legislation. Total medicines recycled to Africa £943.26 Collected but unable to recycle £794.23.
- 7 day week opening was discussed.
- Two members resigned.
- Welcomed 3 new members.
- First advert appeared in the Herald to publish flu vaccination clinics. Community Voluntary Support (CVS) also sent out the dates to every voluntary group on their database.
- Third Hyndburn PPG meeting took place.
- Welcomed guest speaker Graham Walton from Carers Link. It was hoped that we can promote the services available to carers within the practice.

#### November 2015

- Fifth edition of stethoscope published.
- Fourth Hyndburn PPG meeting took place where we put forward the suggestion that there needs to be more cohesion between practices within East Lancashire. To this end it is hoped to produce a document which lists all the Community Services within the whole of the area.

#### December 2015

- We learned that the donations for Dr Grayson to the British Heart Foundation had reached £2458, with £1368 for the British Hypertension Society and £260 for MIND Lancashire.

- We decided to get behind the antibiotic guardian campaign, this is because antibiotic resistance is one of the biggest threats facing us today.
- Gerald Whitehead unfortunately tendered his resignation from the group and as our IT advisor / newsletter producer.

### January 2016

- Dr Sohail Ansar joined the practice as a salaried GP.
- Sixth edition of Stethoscope published.
- Advert for new members will appear in the January edition of the Herald.
- A letter asking our local MP to lobby the Chancellor for more funding for GPs was sent from the group and the practice. The response was read out at the meeting by Carol – see attached.

### 3. **Aims of the Group**

To recruit new members. Sarah currently emails new members with the agenda for the next PPG meeting. It was agreed that in future patients who express an interest in joining the group should be telephoned.

To try to recruit younger members the Facebook page needs reinstating.

Members who are “virtual” i.e. don’t attend meetings but receive details via email are to be asked to contribute.

To encourage patients to leave positive comments on the practice’s page within the NHS Choices website.

### 4. **Membership of the Group**

Sarah informed the group that 4 members had asked to join the group this year, all of whom had received an agenda for today’s meeting.

### 5. **Activities of the Group**

It was agreed that the newsletter should stay bi-monthly and be linked to Facebook.

During National Patient Participation Week 6th – 11th June it was agreed that on Monday 6<sup>th</sup> June PPG members would be available at both sites to hand out newsletters and try to recruit members. This will also be a good opportunity to invite patients to the Dementia talk on the Wednesday @ Churchfield House (to be confirmed).

On Wednesday 8<sup>th</sup> June we hope to hold the Carers Link Dementia talk at Churchfield House (to be confirmed). This needs publicising with posters displayed around the town, and advertised in the Herald.

**6. Meetings of the Group**

Continue bi-monthly meetings on a Monday or Tuesday starting at 2pm.

**7. Organisation of the Group**

The officers were elected: -

Chairman: Postpone due to next meeting due to Chairman sending apologies.

Vice Chairman: Sarah Lord (Practice Manager)

Secretary: Carol O'Brien

IT/Newsletter: Send email to virtual members regarding vacancy.

**8. Any Other Business**

From the next meeting Sarah is to ask a GP to attend for the first half an hour of the meeting to give any updates.