



Minutes of ASK PPG meeting held 6p.m. at Adelaide Street on September 22.

Member List:

Name	Designation
AA – Ann Allen	Patient (Chair)
GQ – Gavin Quick	Patient (Secretary)
JB – Jo Booth	Practice Nurse
JCB – John Butler	Patient (Vice Chair)
JR – Dr Jessica Rose	GP
MW – Mike Wain	Practice Manager
PL – Dr Paul Lynch	GP
RH – Robert Herron	Patient
RWn – Richard Watkinson	Patient
RWh – Rita Walsh	Patient
SR – Susan Ransome	Patient
VC – Viv Critchley	Patient

Present : Ann Allen(AA);Mike Wain(MW);Jo Booth(JB);Viv Critchley(VC);Gavin Quick(GQ);John C. Butler(JCB);Richard Watkinson(RWn);Tony Bladen(TB);Robert Herron(RH);Susan Ransome(SR)

Apologies were received from Rita Walsh (RWh)

The chair then outlined the main purpose of the meeting as being to agree on a draft constitution.

A discussion then took place where the framework and purpose of the group was discussed. AA advised the principal purpose is to improve the lot of patients via the group. We would be working with the practiced and develop as we go along.

As an example of how the group could work AA gave the example of someone who has been bereaved and did not know where to go or who to turn to. We could help take such issues to the practice to help ensure these people do not fall out of the net.

RWn advised we have no money so for now best to keep the constitution short as our range of influence is limited.

Everybody at the meeting said they were happy with the new logo, and RWh had also indicated with her apologies that she approved.

We then looked at various draft constitution suggestions and settled on taking the Terms of Reference (TOR) for the Victoria Medical Centre, taken from the PPG website as a model and amending as required and by consensus.

The revised draft TOR is attached separately.

Paragraphs 1, 2, and 3 of the TOR were agreed upon with simply inserting the group name as appropriate.

After discussion it was agreed Para 4.5 becomes 4.1 and all succeeding paras move down accordingly. It was also agreed that decision making requires at least 50% of group members to be present. Meetings are to be held on a bi monthly basis. They are to be held on an alternate basis between Adelaide Street and Kentmere Drive.

The group is to be made up of 4 from Adelaide Street and 4 from Kentmere drive with the officers to be split as evenly possible between Adelaide Street and Kentmere Drive.

Any Other Business

JB advised she would look to invite someone from St Pauls to attend the next meeting so they could talk to us on their experiences of forming and running a PPG.

MW advised the meeting Dr Aulakh is to retire in October

The group has been offered a space on the practice newsletter, which is in the process of being formed.

Members were advised to submit suggestions for the next meeting e.g. Q&A re changes to NHS and how it affects patients;

PPG needs to look at starting a newsletter and creating a distribution list for it.

It was also agreed we should consider a website for the PPG as we consider and also hopefully take on board growing patient participation.

Date and Place of Next Meeting

Kentmere Drive, November 2 start 6p.m.