



## **PATIENT PARTICIPATION GROUP AGM**

Meeting held via teams

09<sup>th</sup> March 2023 at 18:00PM

Attendees: SBR, JB, NB, SB, TB, MG, LKS, ER, CS, LS, AT.

### **1. Apologies for absence**

- KB, BF, EH, AN.

### **2. Introduction to LBMC**

- CS gave a brief overview of Long Bennington Medical Centre to include information on the catchment area, patient numbers, roles within the medical centre and specialists' roles they are supported by, and the role CS has in the Medical Centre.

### **3. Chairs Report**

- LS read her report to the group. This covers the period from when LS took over on the 18.01.2022 to 09.03.2023. Information in that report included the number of PPG members we have established, 3 members from the committee have undergone training to become walk leaders for the monthly Wellbeing walks that take place from the Medical Centre, 2 members of the committee have been DBS checked and have completed their Safeguarding training in preparation to be able to visit our housebound patients, 4 members of the committee have completed CPR training, connections have been made with Foston Neighbours where a member from the committee attended their AGM to work on establishing a relationship and share ideas and good practice, Committee members helped out at the Flu Clinic in September and plans will be made shortly to replicate that for this year, Staff in the committee inform the PPG of any changes in the Medical Centre by discussing key themes, staff changes. LS informs the committee that she would like to build on their successful initiatives and continue to work closely with the medical centre. She thanked all the committee members new and old including medical centre staff who have been on this journey and finished by commenting that the support and commitment had been wonderful.



#### **4. Terms of Reference**

**Review of Terms of Reference version 3.1 had previously taken place in the PPG meeting on the 15.02.2023. MG informs the members of the meeting the new following changes...**

- PPG shall not exceed 15 members.
- Members who fail to attend meetings, follow up required from the Chair.
- Meetings at least 8 times a year, Wednesdays.
- In the absence of the Chair, the Compliance & Contracts Manager will perform duties.
- Regular meet and greet to engage with patients.
- AGM March every year.
- The Chair of the PPG will be subject to a DBS check.
- Nominated Chair of the PPG will serve for a term of 2 years but may be re-elected at the end of term.

MG has created version 4 of the Terms of Reference and Constitution and members will be committed to conforming with this document.

#### **5. Committee members run down**

- LS informs the group as per the Terms of Reference no Re-Election needed as positions were for a 2year term.... LS asks if all agree to this. All replied in favour and no further comments were made on this matter.

#### **6. Annual Declaration of Commitment**

- CS gives a brief overview of this new document which all members will be required to conform with. This document outlines the expectations and values of the PPG group.
- CS advises that members will be asked to sign this at the next PPG meeting.

#### **7. Introduction to Foston Neighbours and Long Bennington Charities**

- SBR is introduced to the group and thanked by LS for attending the PPG AGM.
- SBR gives the group information about Foston Neighbours, the purpose of the group and when it was established. He advises they have 7 committee members (all DBS checked, and Safeguarding training has been completed) ER being their Safeguarding lead representative.
- SBR advises the source of their organisation set up was helped by the YMCA and is happy to share further information should we need this.
- NB advises SBR she had some patients in mind that can make use of the group and when mentioned to the patients they already had connections with the group.



- LKS asks SBR if he can provide us with some information on the group to display on the Medical Centre website. SBR happy to do this.
- LKS asked SBR to take to the committee that they are willing to share their due diligence with LBMC before patients are referred into their services and support.
- CS, LKS, SBR to link together to see how we can signpost patients to this support group and create a process. SBR is happy to liaise with CS.
- LS positioned to SBR & ER 1 place at LBMC PPG is available should either wish to commit to the group. Both responded they would want to be involved with the group going forward.
  
- TB from Long Bennington Charities is introduced to the group and again thanked by LS for attending the PPG AGM.
- TB gives the group information about Long Bennington Charities; they are a long-established charity who are there to help and support the needed within the village and surrounding area. They can provide help with gardening, Chiropodists services, voucher for ear syringing, help with hairdressing services for the housebound.
- TB advised they have an advertisement in the village magazine.
- CS, LKS, TB to link together to see how we can signpost patients and create a process to this group. TB is happy to liaise with CS.
- LKS asks TB if he can provide us with some information on the Charity to display on the Medical Centre website. TB happy to do this and liaise with CS.
- LKS asked TB to take to the committee that they are willing to share their due diligence with LBMC before patients are referred into their services and support.
- CS asks both SBR, TB if they can provide posters, these then can be displayed in the surgery.

#### **8. Any other business**

- NB advises all that she is currently working on creating a timetable of events within the community and she has already linked in what Foston Neighbours has to offer.
- CS discusses with the group that there are a lot of synergies that can be linked and a need for specialist support is maybe needed in the area i.e., Dementia Support group. ER expresses her interest in involvement with this should we want to look into this further.
- LKS thanks all the PPG members for their continued support and is delighted with the progress the group has made over the last year.
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**Next PPG Meeting 15<sup>th</sup> March 2023 CS to confirm if via Teams and possible time changes to avoid any clash with the Wellbeing Walk on Monday 13<sup>th</sup> March 2023.**