

incorporating Peartree Lane, Moors Walk and Hollybush Lane surgeries

Annual General Meeting and Committee Meeting Minutes

Date:	14 th April 2022	Location:	Zoom meeting
Present:		Apologies:	
Leighton Colegrave Mike Dorrington Barbara Fitzsimon Barbara Griffiths Glynis Rogers	Chair <i>pro tem</i> Secretary Committee member Committee member Member	Bruce Morton Joan Baraclough Sheila O'Reilly Malcolm Cooper James Brookman	Member Committee member Member Committee member Managing Partner

Item	Minutes	Action
	AGM	
1.0	Introduction	
1.1	As there had not been an AGM since 2019, it was decided to call this AGM an Extraordinary Annual General Meeting with the opportunity to make a fresh start for our PatientVoices group. A normal Committee Meeting followed on directly afterwards.	
1.2	The Minutes of the previous AGM had already been circulated to members. It was recorded that Barbara Griffiths had resigned from the Committee, but this was not correct. (An apology from the Secretary). The minutes were accepted with this amendment and no matters arising.	
1.3	It was regrettable that the Practice Managing Partner was not available for the meeting.	
2.0	Chair Update	
2.1	The Chair outlined a request received from current Committee member Malcolm Cooper to postpone this AGM 'in a spirit of openness and inclusivity' until we can meet in person. He believes that because we are holding a virtual AGM using Zoom, the elections are restricted and potential candidates have been excluded from nomination. Those present agreed that the AGM should continue as all members have been duly notified of the meeting, no other complaints have been received and the Committee needs refreshing. However provision will be made to formally co-opt members onto the Committee in the future.	
2.2	The Chair extended his thanks to all existing Committee members for their involvement and work and over the last few years which has enabled PatientVoices to continue. However, there was still an urgent need to attract more members. A sub committee was formed in 2019 to address this issue, but could not make much progress due to the Covid-19 restrictions.	
2.3	The Chair noted that when setting up the AGM, it became evident that we do not have Constitution. Although our Terms of Reference are very detailed, it contains limited constitutional items. For example, we do not have documented procedures in one place for elections, nominations and voting, nor for co-opting	

Peartree **PatientVoices** are, for the foreseeable future, meeting virtually on the Zoom tele-conferencing facility. Meetings will be held on the second Thursday of the month every two months at 11 a.m. Any member may be involved by sending questions or comments to the Secretary. Any member may participate in a Zoom meeting by letting the Secretary know 24 hours in advance so that meeting sign-on details can be sent by e-mail.

Secretary - Mike Dorrington mike117tsd@virginmedia.com

Minutes

Item	Minutes	Action
	Committee members and what to do if the Committee falls below quorum, etc. Some other PPGs are known to have formal Constitutions and the Chair proposed we set one up.	Leighton
3.0	Annual Report	
3.1	Thanks were given to the Chair for compiling the Annual Report for 2019-2022, copies of which had already been circulated to members. Over the period there had been some changes to Committee membership. Meetings were normally held at the Peartree Surgery but this had to be stopped due to Covid-19 restrictions. At the present time access to the Surgery has still been denied and Committee meetings have since been held from September 2021 as virtual meetings using Zoom. Nonetheless, a whole range of matters were discussed as noted in the Annual report.	
3.2	The Chair summarised the detailed meeting attendance table as follows: <i>In the period covered, we had 1 AGM, 10 physical Committee meetings, 2 extraordinary meetings and 4 Zoom Committee meetings. Committee attendance for the physical meetings averaged 6 and for the Zoom meetings 3.75. No GPs attend and attendance by the Managing Partner, or a deputy, was not as frequent as we would have wished.</i>	
4.0	Election of Committee Nomination papers for Committee membership had already been circulated and seven nominations had been received. In view of the small number attending the AGM, it was proposed that all nominations should be duly accepted and this was agreed so that <i>PatientVoices</i> could make a fresh start. Leighton Colegrave will now continue as Chair and Mike Dorrington as Secretary. Barbara Griffiths, Bruce Morton, Joan Baraclough, Barbara Fitzsimon and Glynis Rogers were re-elected/elected as Committee members. The posts of IT Support/Communications and Assistant Secretary were not filled to date.	
Committee Meeting		
5.0	Minutes from the previous meeting The Minutes of the previous meeting on 17th March 2022 were outlined and accepted.	
6.0	Practice Update	
6.1	The Practice Managing Partner was unable to attend the meeting and so an update could not be given.	
6.2	We understand that a new telephone system has now been installed and has improved patient contact.	
6.3	The problem regarding access to Moors Walk Surgery for disabled patients in wheelchairs or motorised scooters has still not been resolved.	
6.4	It was noted that we were informed by the Practice that a CQC inspection had been carried out recently. <i>PatientVoices</i> were not involved, but it could be that this was not a full CQC inspection and instead a review. Clarification will be	

Peartree *PatientVoices* are, for the foreseeable future, meeting virtually on the Zoom tele-conferencing facility. Meetings will be held on the second Thursday of the month every two months at 11 a.m. Any member may be involved by sending questions or comments to the Secretary. Any member may participate in a Zoom meeting by letting the Secretary know 24 hours in advance so that meeting sign-on details can be sent by e-mail.

Secretary - Mike Dorrington mike117tsd@virginmedia.com

Minutes

Item	Minutes	Action
	sought from the Practice.	Leighton
7.0	Veterans' Covenant Bruce Morton has campaigned for this to be recognised by local GP practices and he has raised the issue at PLN meetings to get CCG involvement. Unfortunately he has not been able to update the Committee, but we understand little progress has been made except that Bruce has been invited to be a member of a Working Group on the subject.	
8.0	PLN/ICS Update At the last PLN meeting in March, matters discussed included the Covid-19 Spring booster programme, mental health provision and Cancel out Cancer campaigns. The Integrated Care System (ICS) for our area will not be introduced until July and much work is going on behind the scenes to organise patient engagement processes. It is not clear, at this stage, what involvement there could be for PPGs and the PLN.	
9.0	Any Other Business	
9.1	<i>Contacting the Practice</i> – it was noted that there is now a new 'Contact the Practice' online form on the Practice website, as well as the original malito link using the Practice's general email address.	
9.2	<i>Practice Annual Review</i> – it was not clear if the Practice is required to publish an Annual Review to report back to the CCG on the progress of their PCN commitments. If so, then <i>PV</i> would like to be involved.	Mike
9.3	<i>Practice involvement in PV Committee meetings</i> – it was felt that our <i>PV</i> could not function effectively without regular involvement from the Practice. We understand that Practice members are under much pressure and their time is limited. However, it would be welcomed if the Managing Partner, or a suitable deputy, could attend all our Committee meetings. The Committee would also like to hear the views of our GPs from time to time.	Leighton
9.4	Barbara F explained that Avni Shah, Director of Primary Care Transformation for Hertfordshire and West Essex, had given a presentation at a recent Health Scrutiny meeting at County Hall and she is in process of reinvigorating the PPGs across the area. Barbara agreed to make contact with her.	Barbara F
9.5	It was agreed that a copy of the Annual Report and the AGM minutes will be sent to Dr Davies, the Practice Senior Partner.	Mike
10.0	The meeting was closed at 11.10 hrs. The next meeting will be on Thursday 9th June at a new time of 11.00 hrs.	

Peartree *PatientVoices* are, for the foreseeable future, meeting virtually on the Zoom tele-conferencing facility. Meetings will be held on the second Thursday of the month every two months at 11 a.m. Any member may be involved by sending questions or comments to the Secretary. Any member may participate in a Zoom meeting by letting the Secretary know 24 hours in advance so that meeting sign-on details can be sent by e-mail.

Secretary - Mike Dorrington mike117tsd@virginmedia.com