**Bingley Medical Practice - Patient Group**

**Minutes of Annual General Meeting**

**16 May 2022 - 6.30 PM**

**Conference Room, First Floor, Bingley Medical Practice**

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| **Agenda Items** | **Minutes** | **Action/Outcomes** |
| **Present in Person**  **Zoom**  **Apologies** | **Group Members Present In Person:** Pam James, (Madam Chairperson), Margaret Tetley, (Vice Chairperson) Jill Wadsworth, (Acting Secretary), David Childs, (Treasurer), Norma Bartle, Peter Home, Fiona Greenwood, Joseph Carnelly, Charlotte Hamilton, Carey Dowson, (Practice Manager).  Nikki Firth, Jean Childs, David Kennington  **Zoom:** Janet Daykin, Sue Johnstone, Dave Rowlinson.  **Apologies:** Donald Wood, Lyn Asquith, Pam Vinnecombe, Sylvia Jackson. |  |
| **Welcome** | Pam welcomed everyone to the first part of the meeting and introduced Peter Home who is a group member of the PPG and Bingley Public Governor, Airedale Hospital. |  |
| **Speaker** | Peter thanked everyone for coming to the very first public presentation of the continuing Development at Airedale Hospital, which is yet to be signed off. He introduced Fran Hewitt, Project Manager for the Development programme at Airedale.  Fran gave a very interesting and informative presentation regarding the proposals going forward for the development of Airedale Hospital in support of funding from the NHS/Treasury.  The flat roofed hospital opened in 1970, designed to last approximately 30 years and is now 51 years. There are 220 active roof leaks - risk of ceilings collapsing - causing disruption for patients, such as cancelled operations and ward closures, to ensure safety for both patients and staff.  The briefing paper has yet to be signed off and any feedback is helpful going forward with the proposals.   * The hospital is a large area, 700 sq.miles. * A&E – 70,000 * Community – 95,000 * Employer - 3.5K * New operating theatres; * Outdoor vision of 43 acres of land. * To be carbon neutral – using solar power and ground source heat pumps. * Outdoor space to be used for other services – benefit to patient’s wellbeing, nature helps rehab – reduces hospital stay by a day.   Fran thanked the PPG for the opportunity to present the proposals and handed out brochures and would welcome any feedback they may have.  Pam thanked Fran for such an interesting and informative presentation, and she could come back anytime. |  |
| **AGM Business Meeting**  **Welcome** | Pam welcomed everyone to the Annual General Meeting. |  |
| **Minutes of Last AGM**  **10 May 2021** | The minutes had been distributed prior to the meeting. Margaret Tetley proposed that they be accepted as a true record and seconded by Norma Bartle. | **Passed** |
| **Matters Arising** | There being no Matters Arising from the previous AGM, the minutes were passed. | **Passed** |
| **Chairman’s Report**  **Vote and Election of the Chairman for 2022 – 2025**  **Handover to New Chairman** | Pam – it is so good to be able to have an AGM meeting in person. Covid was rampant, life not normal, staff under pressure – going that extra mile in such difficult circumstances. Now we are slowly starting to get back to normality. The PPG has continued to offer support to the Practice and I am very proud of them all.  The PPG has: -   * Helped with the covid/vaccination programmes. * Jill and Margaret have been trained to give covid/flu vaccinations. * Janet, as editor, has produced informative and relevant Newsletters. * Been a ‘critical to friend’ to the Practice – meetings with Carey were always interesting.   Thank you to the Exec committee for your support, to Margaret, offering her home for Exec meetings and the wonderful refreshments she always provided.  Thank you to Jill, always there ready to step in when help was needed. When our previous secretary Wally resigned, Jill was the first to put her hand up to take the minutes.  It has been a pleasure working with this wonderful group of people and I wish you all the very best for the future. I will, however, remain a member of the PPG Group. I will miss you all.  Jill Wadsworth was proposed as Chairman by Margaret Tetley and seconded by Norma Bartle and was unanimously elected.  It is now my pleasure to hand over the Chair of the PPG, to a very safe pair of hands, Jill Wadsworth. | **Jill Wadsworth elected Chairperson.** |
| **Opening Remarks of New Chairman** | Jill thanked Pam for taking on the role of Chairman for the past year, which allowed her to ‘recharge her batteries.’ Pam had been a safe pair of hands and had done a fantastic job as Chairman given the ever-present ‘Covid.’  Jill then presented Pam with a bouquet of flowers on behalf of the PPG.  Jill - after nine years of PPG, 4 years as Chair, a break was needed and thankfully Pam was able to step into the role of Chair. Working with a fantastic team on the Exec to get things done such as: -   * Working with the Practice as a critical friend with Carey. * Get back to meeting with GP’s. * Walk in clinics were successful * Doctors taught Jill, Margaret and Carey to give injections.   Jill said she looked forward to the team moving forward and a positive future. |  |
| **Vote and Election of New Secretary 2022 – 2025** | Sue Johnstone was proposed as Secretary by Norma Bartle and seconded by Margaret Tetley and was unanimously elected. | **Sue Johnstone elected Secretary** |
| **Vote and Election of the PPG Group en bloc** | David Child proposed and Margaret Tetley seconded that the following continue their membership of the PG: -  Lynne Asquith Norma Bartle Joseph Carnelly David Child  Janet Daykin Fiona Greenwood Charlotte Hamilton Peter Home  Pam James Sue Johnstone Dave Rowlinson Jill Wadsworth  Donald Wood Sylvia Jackson | **Elected unanimously** |
| **Vote and Election of the Executive Committee en bloc** | That the following Executive Committee PPG Members: - Jill Wadsworth; Margaret Tetley; Sue Johnstone; David Child; Janet Daykin; Norma Bartle; Charlotte Hamilton, continue as Executive Members.  That Margaret Tetley continues as Vice Chair and David Child continues as Treasurer, proposed by Peter Home and seconded by Dave Rowlinson. | **Elected unanimously** |
| **Report from Carey Dowson on Bingley Medical Practice** | Carey began by thanking the PPG for all their continued help and support, in what was another challenging year. PPG’s help with the Covid vaccination programme has been invaluable. You are an integral part of the team.  He thanked Pam for coming stepping in and taking over from Jill this year and for being such a good ‘critical friend,’ pushing the interests of patients, and he looked forward to working with Jill again as PG Chair, another ‘critical friend.’ Thank you to Jill for taking on the role of Chair for the Community Partnership.  Challenges for the year ahead include: -   * Better communication with patients * Changes in the Health Service, integrated continuity of care * Trainee doctors to the practice as well trying to recruit a third pharmacist. * The ‘backroom staff’ have been amazing under extreme pressure and have still managed to remain calm and professional.   And finally, just to say again, THANK YOU PPG for all your help with the covid and flu vaccination programme and your continued support of Bingley Medical Practice. |  |
| **Any Other Business** | Peter said that staff at Airedale Hospital had commented on the quality of Bingley Medical Practice support staff and that they were highly thought of.  There being no other business the meeting closed at 19.59 |  |
| **Chairman’s Closing Remarks** | Jill thanked everyone for attending and looked forward to the coming year. |  |
| **Date of Next AGM** | **Monday 8 May 2023 – 6.30 PM** |  |

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| **Confidentiality and Data Protection**  Information concerning patients or staff is strictly confidential and must not be disclosed to unauthorised persons. This obligation shall continue in perpetuity.  Disclosure of confidential information or disclosure of any data of a personal nature may result in prosecution for an offence under the Data Protection Act 1998 or an action for civil damages under the same Act in addition to any disciplinary action taken by the practice.  Any breach of confidence will be taken seriously and, following necessary investigation, may result in a request that the member(s) responsible resign from the PPG. |