Patient Participation Group Minutes of Annual General Meeting Monday 10th May 2021at 6.00pm 1. **Present** : - Jill Wadsworth (Chair) : Ian Hodgson ( V/Chair) : Lynne Asquith : Norma Bartle: David Child : Carey Dowson (Practice Mgr BMP) : Janet Daykin : Fiona Greenwood : Charlotte Hamilton : Peter Home : Pam James : Sue Johnstone : Wally Quirk : Margret Tetley : Pam Vinnicombe : Donald Wood : Nadia Ahmed – BMP Clinical Pharmacist - Speaker

**2. Apologie**s : - Joseph Carnelley : David Rowlinson

 Chair Jill welcomed all members old and new, especially to the returning Donald Wood to the 4th Annual General Meeting. She intimated that there would be some minor changes to published agenda. She introduced Nadia Ahmed who had recently been recruited to the Practice as a Clinical Pharmacist.

**3. Speaker Presentation :-** Nadia Ahmed gave a presentation outlining her duties within the Practice. She confirmed that she had undergone a comprehensive course of study in order to gain the necessary qualifications. Her daily role was varied and comprehensive and included reviewing the medicines of patients who are prescribed 10 or more different tablets etc : reviews of Diabetic patients : analysis of Blood Pressure results : audit of Practice procedure regarding the prescription of drugs etc : review of medicines prescribed to Care Home patients : review of medicines prescribed to patients discharged from hospital. She answered questions regarding her transition into the Practice, her ability to conduct face to face enquiries from patients (in normal times) : dealing with repeat prescriptions where a referral is required before being dispensed. Carey confirmed that she had been a great asset to the Practice. Chair Jill thanked Nadia for her enlightening presentation.

**4. Chair** Chair Jill reported that the plans made in early 2020 had been completely overshadowed by the emergence of the Covid 19 virus. She thanked everyone for their support during her 4 years of chairmanship. She went on to thank Ian Hodgson and expressed her sadness that he was leaving the PPG to relocate to Sheffield to be nearer his family. She wished him well for the future and said he would be a valued member of any PPG. She thanked him especially for his assistance in keeping her “level headed” in the relentless dialogue with the CCG regarding their proposals to stop the extended hours at BMP. They were insisting that our patients should travel to Shipley to see a GP out of hours. Had Covid not interrupted the access to our GPs, a satellite hub would have started at BMP in March 2020, providing out of hours appointments, bringing the argument with the CCG to fruition in our favour – success !!. She also thanked Ian for his invaluable work in producing the patient’s Newsletter. She presented him with a gift of a special bottle of gin accompanied by 2 inscribed glasses and a voucher from the PPG members. She, was then presented with gifts from the PPG members together with monies for her to buy something special to remember her time on the PPG. She also received a bouquet of flowers from the partners and staff of the practice. She expressed thanks to Carey and his staff for their support in making the PPG what it is today. She advised the members that the PPG of Bingley Medical Practice is now quite well known in the district and that she has been a guest a speaker at other practices’ PPG meetings and has been asked “what makes the Bingley BMP PPG different ? “ Her reply to them all was the TEAMWORK between the Practice and the patients and the development of a “special relationship”. She concluded by wishing Pam well in her new role as Chair and hoped that the special relationship would continue under her management.

**5. Minutes of Annual General Meeting 2020** The minutes had been distributed prior to the meeting. Margaret Tetley proposed that they be accepted as a truerecord seconded by Sue Johnstone.

**6. Matters Arising :** There were no matters arising

**7. Treasurer’s Report:-** David Child reported that the sums of £500 (earmarked for the new TV) and £750 (for the cafe) were held within the accounts of the Practice. David confirmed that the sum £40.00 held by him had not changed during the year. Wally Quirk asked if a bank account existed but was advised that the PPG would have to become a Charity. This cannot happen within the NHS. David expressed thanks to Carey for his help and assistance. He said that the idea of having a PPG was not uniformly accepted by the Doctors originally but they are now strongly in favour thanks to Carey’s influence.

**8. Election of Chair : -** Pam James was proposed as Chair by Norma Bartle and seconded by Lynne Asquith and was unanimously elected. In her opening remarks Pam thanked everyone for attending this important event of the AGM of our PPG. She expressed pride in being asked to take the Chair of the PPG Group and Exec Commiittee for the coming year. She said that we owe Jill a great debt of gratitude who has worked tirelessly for the past 4 years not only as Chair but also covering the role of Secretary and many side roles. We are delighted that she will still be involved in the PPG Group keeping the responsibility of the Covid 19 arrangements in supporting the staff and arranging the volunteers rota for the vaccination programme. It is thanks to Jill that this PPG has achieved so much, working closely with Carey and his staff especially through the past year and Covid 19. She thanked Jill saying that she will be a hard act to follow but she will do her best. Pam explained that she had been with this Practice since it opened, being on the Planning Committee of the building project, throughout many months spent building up what we saw as the patient’s requirements for what became Bingley Medical Practice and a great benefit for Bingley’s health needs. She said that she had been a member of the original PPG, a small group at that time in the previous premises. The Practice has come a long way over all those years and she promised to carry on always looking out for the patient’s comments or needs, which may not always be possible but will be looked into. That is what a PPG is responsible for and she said she will always have that in mind and hopefully will execute it as required. She said that this is a challenge but hopes she can rely on the support from everyone to carry on Jill’s excellent work especially through the pandemic and giving strong support to our Practice Manager Carey and his staff. She also mentioned the work done by Vice Chairman Ian who has also given so much to the Group and Exec with his technical knowledge and worldwide experience in the field of health inequalities. She said he will also be greatly missed by her because she bemoaned the fact that she was not a technical geek by any means. She wished him well over the borders in Sheffield and begged him not to forget us. She expressed pleasure that we remain an Executive Committee with past members whose experience and knowledge is essential for the work to continue. She welcomed Sue Johnstone, Janet Daykin and Charlotte Hamilton as new members of the Executive Committee, Fiona Greenwood to the Group and Donald Wood on his return to the fold.

**9. Election of Vice Chair :** Jill Wadsworth proposed that Margaret Tetley be elected as Vice Chairman seconded by David Child. Accepted unanimously.

**10. Election of Secretary** :- Sue Johnstone proposed that Wally Quirk be elected as Secretary seconded by Pam Vinnicombe. Accepted

**11 Treasurer :-** David Child was about to start his second year as Treasurer

**12. Election of Members to the Executive** : - Margaret Tetley proposed that Sue Johnstone , Janet Daykin and Charlotte Hamilton be elected to the Executive on a proposition which was seconded by Jill Wadsworth. Accepted.

**13. Election to PPG Group : -** Norma Bartle proposed and Lynne Asquith seconded that the following continue their membership of the PPG :-

Lynne Asquith Norma Bartle Joseph Carnelly David Child Janet Daykin Fiona Greenwood Charlotte Hamilton Peter Home David Rowlinson Sue Johnstone Wally Quirk Donald Wood Pam Vinnicombe Jill Wadsworth Margaret Tetley Pam James Ian Hodgson

Chair Pam welcomed Fiona Greenwood as a new member and Donald Wood as a returning member

**14. Practice Report :** - Carey expressed his thanks for all the work done by Jill especially during the pandemic where her organisation and help had been invaluable. He outlined that help had also been given in the use of Defibrillators, patient surveys, Newsletters, CPR Courses, the Cafe and the success at gaining a satellite hub.

**15. Any Other Business : -** 1. Charlotte expressed her thanks to Ian for his guidance in helping her being awarded a Degree. 2. Charlotte said that her daughter had moved to the Leeds area and would be trying to establish a PPG at the practice she joins as she was so impressed by the work being done in Bingley.

The meeting closed at 7.10pm

Signed................................................................Date........................................