

## Medicus Health Partners

### PPG – Meeting Minutes – AGM

8<sup>th</sup> February 2023 – MHP – Carlton House

---



#### Attendees

Mary Paulus	Chris Avery	Sylvia Hart
Nigel Rawcliffe	John Donnelly	Maria Christoforou
Stephanie Fletcher	Graham Dove	Leena Parkar
Martyn Axon	Beverly Bevan	Jan Beard
Heather Lawrence	Tina Matthews	

#### Apologies

Christine Clark	Janice Downing	David and Margaret Green
-----------------	----------------	--------------------------

#### Medicus Representatives:-

Vivien Kentish

Dr Ujjal Sarkar

Uttara Sarkar – Managing Partner

#### Agenda - AGM

---

1. Welcome and Apologies
  2. Agree Minutes of the last meeting
  3. Welcome New Chair
  4. Meet MHP Managing Partner
  5. Sign off Terms of Reference
    - a) Agree Agenda Format for Future Meetings
    - b) Schedule for Meeting 2023
  6. PPG Branding and Communications
  7. PPG Next Steps
    - a) Structure/Additional Roles/Teams & Group
    - b) Projects for 2023
  8. Any other business
    - a) Facebook Posts
-

## Meeting Minutes

No	Agenda Item	Actions
1	<p><b>Welcome and Apologies</b>  Vivien welcomed everyone to the meeting, and ensured everyone had a copy of the Agenda for the AGM today.</p> <p>Tara Sarkar joined the meeting and introduced herself – The Managing Partner for Medicus.</p>	
2	<p><b>Minutes of the Last Meeting</b></p> <p>Minutes of the last meeting had been circulated to the members, comments received had been updated and the final version re-issued.</p> <p><b>Queries from last Meeting</b>  Dr Stanislaus – his name appears on many hospital letters – An introduction was requested.</p> <p>Minute Taker for PPG Meetings.</p>	<p>Dr Stanislaus will be contacted to gain his permission to be introduced to the PPG</p> <p>Medicus will try to find someone take the minutes going forward.</p>
3	<p><b>Appointment of New Chair</b>  John Donnelly was formally welcomed as the new chair of the Medicus PPG.</p> <p>The results of the vote were displayed for all members to view.</p> <p>John accepted the appointment, addressed the Members and gave a short introduction to his thoughts for the future.</p>	
4	<p><b>Meet MHP Managing Partner</b>  Tara has joined the meeting to introduce herself to the members and to help with some of the questions and queries from the members.</p>	

5	<p><b>Review of Terms of reference (ToR)</b> The updated version of the ToR had been circulated to the members for review.</p> <p>There were 2 further items to update the year – 2018 and in 5.1 Minutes to be “Noted” by the Board and not “Approved”</p> <p>A schedule of dates was requested so Members are aware of meetings for 2023</p> <p>Agenda for meetings was proposed incorporating the changes discussed at the last meeting, use for next meeting and review going forward.</p> <div style="border: 1px dashed black; padding: 5px;"> <ol style="list-style-type: none"> <li>1. Welcome and Apologies</li> <li>2. Review and agree minutes of last meeting</li> <li>3. Actions from the last meeting</li> <li>4. Chair Update</li> <li>5. Review of Issues and Complaint Themes</li> <li>6. PPG Projects Review</li> <li>7. Medicus/ PCN Updates</li> <li>8. AOB</li> </ol> </div>	<p>Vivien:-</p> <ul style="list-style-type: none"> <li>• update and file final version of ToR</li> <li>• Send meeting schedule for 2023</li> <li>• Update Meeting Agenda and circulate to Members</li> </ul> <p>Vivien: Create Actions and Issues Log so themes can be recognised, solutions noted/ answers recorded for future enquiries</p>
6	<p><b>PPG Branding and Communications</b> Signs were agreed for the PPG to use when visiting sites to advise patients when they will be on site.</p> <p>Staff Roles, information is being collated to help patients understand who they are seeing and what other healthcare professionals can do to support.</p>	<p>Vivien – examples ready for next meeting</p> <p>Steph - offered help with the posters</p>
7	<p><b>PPG Next Steps</b> Structure and projects to be agreed.</p> <p>Support from PPG Members for the relocation of Bush Hill Park, Southbury and Trinity to Lincoln Road.</p> <p>Members were concerned about the parking in the area, as Lincoln Road houses several healthcare providers and is a busy location. Considerations were given to request for Bus routes to be looked at to see if any requests could be made for further stops or change of route.</p> <p>Alma Healthcare was also mentioned as a difficult place to park – this has been raised with the local</p>	<p>Vivien – review Bus Routes</p> <p>Vivien – start work on site information for relocation and share with PPG</p>

	<p>authority and talks are continuing.</p> <p>Posters giving more information will be produced and displayed in the sites that will be moving, with opportunities for patients to ask questions.</p> <p>Other projects discussed:  Patient Experience  Relocation Team  Support for Dementia  Workshop to help patients with Digital Literacy  Mental Health, how can the PPG help</p> <p>Some projects will be ongoing and others will be a defined period of time. PPG Members can volunteer to join groups and use their skill sets for support the project.</p>	<p>Vivien – discuss forming working groups for PPG projects.</p>
9	<p><b>AOB – Any Other Business</b></p> <p>New larger venue to hold PPG Meetings to be founds</p> <p>Facebook Posts, questions were asked about how this is monitored and responded to.</p> <p>PPG Audit, Vivien reported that there has been an Audit of the local PPG’s. She attended an interview and there will be a report issue. Medicus seemed to score quite well as we were able to provide all the information required by the Audit and were informed about the National PPG Forum that our Chair or nominated member will invited to join.</p>	<p>Vivien to investigate</p> <p>Vivien to update PPG Members when report is issued.</p>

The meeting closed at 4.15pm

Date of next meeting: 12<sup>th</sup> April 2023