

**MINUTES OF THE MANOR PRACTICE PPG AGM MEETING
MONDAY 9th MARCH 2020 AT 12.30 PM
HELD AT ASHFURLONG HEALTH CENTRE**

Present: Chaired by Jo Twist
Attended by Jo Twist, Sue Kay, Tom Forrester, Andrew Pike, Velma Troko, Christina Ward, Angela Cornwall, Mrs Lesley Davis (PM), Anna Cinar (Minute taker)

1. Apologies: Dr Mark Forshaw, Marie Collins, Elaine Joiner

Each member introduced themselves to the Group for the benefit of the three interested new members:- Angela Cornwall (interested in becoming a PPG member), Christina Ward (retired nurse who worked for 35+ years on the Burns Unit at Selly Oak hospital – interested in becoming a PPG member), and Velma Troko (interested in seeing what the PPG is all about).

2. Chair's Report: Please see comprehensive report attached which was prepared and read out to the group by Jo Twist.

To be added to website once approved

3. Election of Chair for 2020/21

Anna advised that she had received nominations from only two members of the PPG; both of which put forward Jo Twist and Sue Kay as Chair/Vice Chair. After discussion, Jo Twist accepted the position of Chair which was seconded by other PPG members, Tom Forrester and Andrew Pike.

4. Election of Vice Chair for 2020/21

Anna advised that she had received nominations from only two members of the PPG; both of which put forward Jo Twist and Sue Kay as Chair/Vice Chair. After discussion, Sue Kay accepted the position of Vice Chair and agreed to work closely with Jo. This was seconded by other PPG members, Tom Forrester and Andrew Pike.

5. AOB

- (i) Tom brought up his concern over the recent change in ordering prescriptions so that patients were no longer able to order anything more than a couple of weeks in advance which he felt was not practical for patients.

Lesley Davis explained that this was a decision by the Birmingham & Solihull CCG and was brought in recently to comply with CQC medicine management in order to reduce wastage (ie when meds were changed or following hospital discharge), non-collection of pre-ordered prescriptions (Lesley advised that in January alone 120 uncollected scripts were pulled and had to be shredded and patient records updated), to reduce costs (in both time and money), to prevent stock piling and to ensure safety with the issuing of medication. She explained that there had to be one rule for all patients and acknowledged that this may not suit all.

Tom suggested that patients be asked about this on the next PPG patient survey.

It was also suggested that patients were made aware of these changes via the PPG noticeboard.

Lesley & Jo to meet up to discuss further.

Lesley also confirmed that the Medicines Management Team were currently in the process of aligning medication dates so that ordering of medications could be made more simple and all meds ordered at the same time.

- (ii) Lesley advised the group that Anna Cinar would no longer be available to take minutes or participate in PPG affairs due to her every increasing workload as Medical Secretary at The Manor Practice. Lesley offered to take this role over.
- (iii) Jo confirmed that Gita from the PCN Social Prescribing Team would attend the next PPG meeting to give a short presentation.

Meeting Dates:

Monday 20th April 2020 at 1 pm, held at Ashfurlong Health Centre
Monday 1st June 2020 at 1 pm, held at Ashfurlong Health Centre
Monday 13th July 2020 at 1 pm, held at Ashfurlong Health Centre
Monday 7th September 2020 at 1 pm, held at Ashfurlong Health Centre
Monday 19th October 2020 at 1 pm, held at Ashfurlong Health Centre
Monday 30th November 2020 at 1 pm, held at Ashfurlong Health Centre
Monday 21st December 2020 at 11 am – Xmas coffee get together

Attachments: Chair's Annual Report