

WEST NORFOLK PATIENT PARTNERSHIP ANNUAL GENERAL MEETING BUSINESS
HELD ON MONDAY 16TH OCTOBER 2017, FROM 10.00 AM TO 12.00 NOON
AT THE SOUTH LYNN COMMUNITY CENTRE, ST MICHAELS ROAD, KING'S LYNN, PE30 5HE

Minutes of the previous AGM held on 17th October 2016

The Minutes are accepted with no amendments.

Election of Officers

CF asks the nominees for the role of Chair (LT and SY) if they are happy to stand. LT and SY confirm that they are. CF issues voting slips. The slips are collected and counted by CF and checked by EH. SY is elected.

SY Proposes JL for the role of vice Chair. HJ seconds. This is agreed unanimously.

SY thanks JL for all the work she carries out on behalf of the WNPP.

Terms of Reference

LT: Pg. 1 reads: "made up of volunteers in communities". This should read "*made up of volunteers from PPGs (Patient Participation Groups)*". MP suggests adding that this is ideally the Chairperson. LT adds "or a delegated representative." CF is to amend this.

Action CF

MP: pg. 2 Meetings – be amended to be held bi-monthly, excluding December and January." CF will make this amendment and reschedule the December meeting.

Action CF

SY thanks CF for providing administration support for the group.

LT asks if meeting on a different days and locations would enable others to attend. SY explains each location would need to be negotiated with the CCG as they fund the meetings. MP notes members can send a delegate if Mondays are difficult.

EH suggests inviting PPGs to a "meet and greet" session. HJ asks if the WNPP contacts all PPGs. CF replies that there is a list of the PPGs but this is not accurate. SY informs that been done in the past. MP recommends asking directly why they do not send a representative.

EH asks JB why she started to attend. JB explains that she is reinvigorating the PPG, FN invited her to attend this meeting. EH suggests inviting PPGs who don't attend with an offer to help them develop theirs. HJ reflects that a big factor is raising awareness of the PPG locally.

MP exits

EH informs that QEH Governors should attend each PPG who could encourage WNPP attendance.

MP enters.

LT's PPG has not been attended by a Governor for a long time. JD will take this issue back.

Action JD

JD asks SY to ask if the PPG is attended by a governor and who that is, in the invitation to PPGs.

Action SY

KP states that the CQC inspection asked the PPG how often they attended the surgery to survey patients, this would be difficult for virtual PPGs. MP reflects that virtual PPGs can send e-surveys regularly. EH states that in 2018 new Data Protection laws will mean that PPGs cannot issue surveys without consent from the recipient first.

EH suggests also promoting the WNPP on LILY. SY notes that this is a good suggestion.
This part of the meeting concludes.