

Minutes of the Meeting Held on Wednesday 17th. August 2016

Present: Jackie Wheeler (Chair)
Julie Sutherland
Carol Habieb
Johanne Bloor
Richard Mackie
Christopher Henwood
John O'Hare (Acting Secretary)

Apologies: Mike Handy, Gillian Stevens, Dr. Chris Cope

Minutes of Last Meeting: These were approved and signed by the Chair

Matters Arising From the Minutes:

Building Works - JB advised that the works were progressing to schedule. Due to the re-siting of staff, the meeting room is no longer available for use.

Walking Group - The committee wished to support the continuation of the walking group(s) but no member present was in a position to organise the activity. JB agreed to discuss with EBMC staff and determine if anyone could be encouraged to lead the group(s). Members of the VPPG will also be approached.

VPPG Communication Document and Letter of Welcome - RM suggested that VPPG Communication Document need not be sent to all VPPG members but should be put on the EBMC website. JW agreed to prepare a welcome letter to the VPPG members.

EBMC Website PPG Update - JO had undertaken a review of the PPG content on the PPG website and found that it was fragmented, incomplete, inaccurate and in need of updating. It was proposed that all PPG content be contained in a single folder 'Have Your Say > Patient Participation Group' and within 5 tabs being News / Events, Constitution, Committee, Meeting Minutes and Contact Us. A summary of the review and recommendations for consideration by the EBMC was provided to JW and JB.

VPPG Responses and Current Numbers - Of the ~90 members, ~25 had replied indicating a willingness to remain members of the group. RM was awaiting feedback from the group in respect of the Newsletter. JW agreed to produce a 'welcome' letter to all members. VPPG membership will be actively promoted at the time of the flu clinics.

Action Plan: The actions required in August were reviewed. RM suggested that, in future, monthly actions should be included in the meeting agenda.

Patient Survey Results: On 22nd July CH had presented the results of the patient survey to all staff which was well received by all 3 groups. The survey details will now be put on the PPG section of the website. RM agreed to resend the PowerPoint presentation, summary pages, recommendations and lessons for the PPG to all committee members..

Constitution and Terms of Reference: JB advised that CC, on behalf of the EBMC, had agreed the document and that it could now go forward for adoption at the AGM. The Committee endorsed the revisions and supported the adoption at the AGM.

Appointment of Secretary: CS had advised that she was unable to undertake the role of secretary at this time. JO advised that he will continue in the role while the group seeks to fill the post.

Feedback from the VPPG: In view of the current number of VPPG members, it was decided not to seek feedback from the group until such a time as their number reaches ~100.

Parking at EBMC: A lengthy discussion took place on the problems presented by the more limited parking facility at the EBMC resulting from the building works and the future increase in demand for parking as a result of the additional treatment rooms. The impact on local residents, the patients, the community, the risk of accident and overall responsibility were all considered. As no solution could be offered, RM agreed to produce a draft of a letter to the EB Parish Council expressing our concern and asking for their co-operation in working with the EBMC to provide an equitable resolution to the matter.

AGM Notification / Venue / Agenda: The Venue was agreed as the Royal Oak and booked for 21st September. Our regular meeting will start at 6pm and our AGM at 7.30pm. The AGM will also be a social event in the form of a cheese & wine. This would give us a chance to seek feedback from VPPG members on the topic that they would like to see covered by our next health event.

JO agreed to produce the notification and agenda which will be put on the EBMC notice board and website. The same will be emailed to all VPPG inviting their participation. JW and JO respectively will produce the Chair and Treasurer reports.

Any Other Business: CH advised that he has identified the local magazines distributed in villages served by the EBMC. He undertook to provide essential information e.g. opening hours / services etc. to the EB and other village magazines..

Date / Time of Next Meetings: Regular Meeting – **21st Sept. at 6 pm** - Royal Oak
Annual General Meeting - **21st Sept. at 7.30 pm** - Royal Oak