

PINN MEDICAL CENTRE PATIENTS' ASSOCIATION

**ACTION LIST FROM MANAGEMENT COMMITTEE PLANNING MEETING
Held at the Pinn Medical Centre on Tuesday 9 December 2014**

Present: Jim Bradford (Chairman)
Chris Daly
Jagdish Kapur
James Kincaid
Hilary Scott (Item 2 only)
Lis Warren

Also attending Brian Yim Lim

1. Introduction

The scheduled Management Committee meeting had to be delayed until January 2015 because of other commitments. It was therefore agreed to hold a "planning meeting" to agree action points from various issues in hand at the time, for which a full set of minutes would not be needed.

2. Pinn Medical Centre update

Hilary advised that, for various reasons, the partners had decided not to carry out the patient survey next year. These included that difficulty had been experienced in being reimbursed by NHS England, often on very flimsy excuses. The Pinn will concentrate instead on the "Friends and Family" survey which they are obliged to do.

See action list 1 to 4

Jim asked Hilary to provide details of ESS financial payments relating to the PMCPA over the last three years.

See action list 5

3. PMCPA Constitution

Chris explained that the notification to the Charity Commission had been made on line and that they had not wanted to see the new Constitution at this time. They had advised that they might or might not want to see it in due course. Jim said it was essential that the new document be "signed off" by somebody appropriate so if the Charity Commission does not do this we should get a lawyer who specialises in charity documentation to do so. With the changing focus in the way charities operate it is essential that everything is seen to be as it should be.

One area that requires further consideration concerns Trustees. These should be a separate body from the Management Committee and should consist of a combination of some, but not

all, of the Management Committee members plus others who are there just as Trustees. The question of how to select and appoint the Trustees needs further consideration.

See action list 6

If, in the meantime, the Charity Commission does respond and ask to see the new Constitution it should be sent to them in its current form and not wait for these further changes.

4. EGM to elect new Committee

It is envisaged that an Extraordinary General Meeting will be held in March 2015. Prior to this it will be necessary to have the database of members' Email addresses finalised.

See action list 7

Jim advised that he knew of a potential new Committee member who will be invited to join the next meeting as a "guest" to establish interest. Brian has also expressed an interest in the work of the Committee. There is also the matter of formalising the appointment of new members who have joined recently.

See action list 8

5. Pinn Piper

Lis mentioned that she had heard there were around 7,000 households on the PMC register but only 4,500 copies of the Pinn Piper were printed. Given the costs and time involved in printing and distributing it, consideration will be given to distributing it electronically.

See action list 9

6. Data base

This was being progressed by Jagdish and Brian.

See action list 10

7. Website development

There were two alternatives for developing this. The first was for a bespoke application to be written by Lis's son Jonathan, for which there would be a development cost of £850 plus ongoing update and maintenance costs. The alternative was for Brian to develop it on an existing "common user" site which could then be run for a charge of £5 per month. All maintenance costs etc. would be borne by the site operator.

See action list 11

8. Concerns re non-response to correspondence

Jim said he was becoming increasingly concerned that certain members of the Management Committee did not respond to Emails. He said that all members had responsibilities and an obligation to respond within a reasonable time. If they had no comments on the matter under

review they should send a message to that effect, partly to confirm that they had actually received the message and also to prevent people holding on for further comments. He said this would become increasingly important as we moved towards becoming a more formal patient representation group.

See action list 12

9. Date of next Management Committee meeting

It is intended to hold the next meeting of the Management Committee sometime in the first two weeks of January.

See action list 13

10. Lis Warren

It was noted with regret that Lis was standing down from the Committee with immediate effect. Jim thanked Lis for her significant contribution on the Committee and her work as editor of the Pinn Piper.

ACTION LIST arising from meeting 9 December 2014

- Action 1 Hilary to review how best to undertake the Friends and Family survey and will focus on what is relevant to the practice at the time.
- Action 2 The PMC will appeal against the funding decision. Jim will give Hilary a note to say that the PMCPA does discuss the survey results as this might help with the appeal.
- Action 3 Management Committee to review what to do with regard to patient feedback if the PMC does not do the survey.
- Action 4 Hilary to let Jim know what other things the PMC is doing with regard to patient issues.
- Action 5 Hilary to provide details of ESS financial payments relating to the PPMCPA over the last 3 years.
- Action 6 Jim to propose some new wording with regard to Trustees for inclusion into the Constitution for Management Committee members to consider.
- Action 7 Chris to outline a timetable for setting up the meeting, including events necessary for completion prior to it.
- Action 8 Jim to give further consideration to the communication procedures for bringing in new members of the Management Committee.
- Action 9. Jim to discuss the next issue of Pinn Piper with Jo Daswani, suggesting some ideas for items to be included.
- Action 10 Jagdish, Brian and Jim to get together for a review once the database is up and running.
- Action 11 Jim, Jagdish and Brian to meet with Jonathan to review the website development technically and then decide which route to go.
- Action 12 All members to respond to communications even if they have nothing to add to the matter in hand.
- Action 13. Jim to propose dates for next Management Committee meeting.