

PINN MEDICAL CENTRE PATIENTS' ASSOCIATION
Registered charity No: 1095260

Minutes of Board Meeting held at the Pinn Medical Centre
Wednesday 14 December 2016

Attendance

Joanne Daswani (Chair) - JD
James Kincaid (Vice Chair) - JKc
George Bardwell (Secretary) - GB
Phillip Snell (Treasurer) - PS
Sheila Cole (Trustee) - SC
Yvonne Haines (Trustee) - YH
Nicola Heskin (Trustee) - NH
Jagdish Kapur (Trustee) - JKp
Brian Yim Lim (Trustee) - BYL

1 Minutes of Previous Meeting

The Minutes of the Board Meeting held on 14 September 2016 were approved.

2 Matters Arising

As the current meeting was to be dedicated to strategic issues, including a review of the Strategic Plan, the Action Points from the previous meeting were carried forward to the next Board Meeting.

3 The Strategic Plan

An updated version of the Strategic Plan had been circulated in advance. It contained a detailed report on the completed activities associated with each Priority in the Plan. Those Priorities were reviewed as follows.

Priority 1 Recruit Trustees

It was noted that four new Trustees had been recruited and had been elected to the Board at the June 2016 AGM. The involvement of external experts meant that it was no longer felt necessary to seek Trustees with charity law experience, or website/IT expertise. A Recruitment and Selection Policy had been prepared and was available on our website. Consideration should be given to whether or not it was appropriate to seek an independent Trustee – perhaps from the Harrow Patients' Participation Network.

Priority 2 Strengthen the Charity and innovate to meet new challenges in Primary Care

Subsection 2.1 – The preparation of all the governance documents listed had been completed.

Subsection 2.2 – Subcommittees had been formed, but would benefit from the inclusion of Members and not just Trustees.

Subsection 2.3 – Funding had been secured.

Subsection 2.4 – Collaboration with the PMC had included regular meetings between the Senior Partner and the PMCPA Chair, and joint activities such as the Health Fair held in September 2016. More work was needed on patient surveys.

Subsection 2.5/2.6 – The Chair had been a very active member of Harrow Patients' Participation Network, having facilitated a public consultation meeting, and led the Mentoring Programme in HPPN.

Priority 3 Increase and Diversify Membership

A start had been made on this Priority with membership recruitment drives at the Pinner Village Show, the PMC Health Fair and through the PMC. Membership had increased from 122 at the Association's AGM in June 2016, to 219 currently. The Communications and Membership Subcommittee had met in August and October 2016, but much more remained to be done.

Priority 4 Improve communication links with the patient community

Subsections 4.1/4.2 – The Communications and Membership Subcommittee, with BYL in the lead, was actively considering the options for website development and maintenance, and the need for a fuller database of members. Outsourcing the webmaster function was also being considered. Steps were being taken to encourage members to receive the Pinn Piper by email rather than by delivery by hand.

Subsection 4.3 – As is indicated in Subsection 2.4 above, more work is needed on patient surveys.

4 NHS Initiatives

JD had circulated a presentation by Dr Kelshiker (in his capacity as Chair of the Harrow Clinical Commissioning Group) on Healthcare in Harrow. The dominant issues were Harrow's Sustainability and Transformation Plan (which set out nine priorities), and the forthcoming decision on whether or not the CCG would move to full (Level 3) delegated commissioning. It was noted that the PMCPA had not been asked for its views on these matters, and JD was mandated to approach the PMC to discuss the need for consultation with the Association.

(Action JD)

5 Financial Review

PS tabled a current Receipts and Payments Account which showed receipts since May 2016 of £3,304; payments of £4,835; and cash in hand of £3,959. It was agreed that the PMC should be offered £2,000 for new equipment. JD tabled a schedule setting out the PMCPA's expenditure on the grant of £3,000 made by the PMC to cover the Association's operational costs.

6 Subcommittee Deliberations and Report Back

6.1 Communications and Membership

The Subcommittee resolved to continue to take aggressive steps to increase membership. These would focus on:

- Further discussions with the PMC about the measures they could take to encourage patients to become members; **(Action GB)**
- The use of the Pinn Piper delivery process (to 4,200 Pinner addresses) to draw attention to PMCPA membership; **(Action JKp)**
- Displaying PMCPA Recruitment Posters around Pinner in shops, newsagents, the station, churches etc.; **(Action JD to commission Recruitment Poster)**

- Placing adverts or short editorial pieces in local publications such as The Villager, and the Pinner News. **(Action PS and JKc in respect of The Villager)**

In respect of website development the Subcommittee decided to commission Neil Rands, an IT consultant, to work with BYL at the Wellcome Trust to produce a new skeleton website, and to deliver a short training session to BYL, JKp and GB on the maintenance of the site. A maximum fee of £250 (within the Subcommittee's budget) would be made available. **(Action BYL)**

6.2 Marketing and Fundraising

The Subcommittee proposed to organise a PMCPA Quiz evening in May or June 2017 and to seek free accommodation in local halls, and estate agent sponsorship and advertising. **(Action NH)** In addition the Association should organise another Health Fair in September 2017. And the introduction of coffee mornings for mothers and babies, or for the elderly would be considered. It was noted that the fundraising nature of these events should be handled with discretion – to avoid an adverse reaction from those who believed the NHS should be wholly funded through taxation. The events could validly be presented as marketing/recruitment events.

6.3 Educational Talks and Workshops

The Subcommittee noted the absence of any focus in the Association on the needs of Carers – a group that featured in the work of many other patient associations. YH agreed to consider further proposed activities for carers. **(Action YH)** In addition the Subcommittee proposed educational talks on the following issues:

- Diabetes for children;
- Dementia;
- Physical disability;
- Mental health for teenagers.

At each event a survey could be carried out to gather information on the needs of the group.

7 Vision and Values

JD tabled documents relating to Developing a Vision and Developing Organisational Values and invited comments to be sent to her direct in preparation for a discussion on the subject at the next Board Meeting. **(Action – Trustees)**

8 Governance Handbook

GB had circulated an outline of a Governance Handbook, and invited comments/suggestions on any further items to be sent to him direct. He would work on a full draft of a Handbook. **(Action GB)** One immediate governance issue was the need for all Trustees to complete the Charity Commission's Trustee Eligibility Declaration, and all Trustees did so.

9 Date of Next Meeting

The next meeting would be held on 15 March 2017 at 1800 hrs, at the PMC.

GB 17 December 2016