



**PINN MEDICAL CENTRE PATIENTS' ASSOCIATION**  
**Registered charity NO: 1095260**

**Minutes of Board Meeting held at the Pinn Medical Centre**  
**Thursday 30 March 2017**

**Attendance**

Joanne Daswani (Chair) - JD  
James Kincaid (Vice Chair) - JKc  
George Bardwell (Secretary) - GB  
Phillip Snell (Treasurer) - PS  
Yvonne Haines (Trustee) - YH  
Jagdish Kapur (Trustee) - JKp  
Brian Yim Lim (Trustee) - BYL  
Dr Isobel Bleehen (Partner GP - PMC )  
Hilary Scott (Practice Manager - PMC)

**1 Apologies for Absence**

Sheila Cole and Nicky Heskin (Trustees).

**2 Minutes of Previous Meeting**

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

**3 Action Points and Matters Arising from Previous Meetings**

The following items in respect of the Board Meeting held on 14 September 2016 had been carried forward.

The Chair renewed her request for the new Trustees to let her have their observations on the Induction Evening **(Action 1 – GB, PS, SC, NH)**.

The PMC would look further into the insurance cover for items such as the wheelchair provided by the PMCPA for loan to patients **(Action 2 – PMC)**.

The issue of the secure storage of transport donations had been resolved.

The following items related to the Board Meeting held on 14 December 2016.

The Chair had raised with the PMC Senior Partner the need for consultation with the PMCPA over such matters as the Sustainability and Transformation Plan, and the proposal for full delegated commissioning within the Harrow CCG. These issues had also been raised in the Harrow Patient Participation Network. It was agreed that the PMCPA would review this matter in six months time. **(Action 3 – JD/GB)**.

The PMC would look further into the process for enrolling new patients into the PMCPA when they first registered with the Practice **(Action 4 – PMC)**.

The next Pinn Piper would include a prominent invitation for readers to join the PMCPA **(Action 5 – JD/GB)**.

An editorial piece on the PMCPA and its recruitment drive would be prepared and offered to The Villager and Pinner News **(Action 6 – GB)**.

A further email to all patients on the PMC virtual group would be prepared for issue by the PMC **(Action 7 – GB/PMC)**.

PMCPA Recruitment Posters would be prepared for display locally **(Action 8 – JD)**.

Yvonne Haines had sought information on carers from the PMC **(Action 9 – PMC)**.

The preparation of a Governance Handbook remained outstanding **(Action 10 – GB)**.

#### **4 PMC Report**

Hilary Scott reported that the PMC expected soon to be in a position to announce who was to be her successor as Practice Manager. She thanked the Secretary for his participation in the recruitment exercise: he in turn expressed appreciation for the invitation to be involved.

The most significant challenge facing the PMC continued to be in recruiting GPs, other clinical staff and receptionists/administrators.

The PMC raised the possibility of the PMCPA providing a software package PRIMUS, a package designed to identify at risk patients. It was noted that there was a free trial version that might be worth exploring; and that the full version was likely to involve a continuing annual commitment. The PMC would investigate the matter in more detail. **(Action 11 – PMC)**.

A document management system was being developed by the CCG – the Chair offered to include a piece on it in the Pinn Piper, if it could be provided by the PMC **(Action 12 – PMC)**.

#### **5 Chair's Report**

Discussions with the PMC Senior Partner and the Harrow Safeguarding Board had led to the conclusion that our volunteer drivers should undergo DBS checks. The Harrow Association of Voluntary Service had offered to arrange such checks for £24 a head. The Chair would liaise with Sheila Cole over the specific arrangements. It was agreed that if any volunteer driver declined to undertake such a check we would no longer use them. Plans were in place for a talk on Hormone Replacement Therapy on 25 May 2017. The next edition of the Pinn Piper would be ready in mid-April – Carters Pharmacy had asked to renew their advertisement.

#### **6 Vision and Values**

The Board agreed the following Vision and Values. They were to be used henceforth in the Strategic Plan, on our website and on recruitment material.

##### **Vision**

**A patient community working in partnership with the Pinn Medical Centre to achieve the best possible care for the patients we serve.**

##### **Values**

**We represent Pinn Medical Centre patients.**

**We have a culture of consultation and collaboration.**

**We recognise diversity of need.**

**We take account of and influence wider local and national health care provision.**

## **7 Finance Report**

The Treasurer tabled a Receipts and Payments Account for the period 1 May 2016 – 30 March 2017. This showed a Balance at Bank of £2652.48. James Kincaid would review the matter of the subscription to Community Voice (**Action 13 – JKc**).

## **8 Strategic Plan and Strategic Framework**

The Secretary had prepared a revised version of the Strategic Plan (Strategic Plan Draft Review March 2017) which was approved by the Board – as was a summary of that Plan in a single page Strategic Framework.

## **9 Report from Communication and Membership Subcommittee**

The Secretary reported that the Communications and Membership Committee had met four times since the last Board meeting – principally to take forward work on a new PMCPA website. He particularly thanked Brian Yim Lim for leading the work on this, in conjunction with the consultant, Neil Rands. Brian demonstrated the main features of the new website (which were approved by the Board), and would do so again at the AGM. It was hoped to go live with the new website on 1 May 2017. In a further 3 – 6 months a private section of the website would be added, to be accessed only by Trustees. Work would also be undertaken on transferring the members contact list currently held in Gmail to a database linked to the website. Such a database (which would be fully secured) would offer greater functionality than the present Gmail contact list. When the new website had gone live the consultant would offer a two hour training session for any Trustee who wished to be able to update the site.

## **10 Declaration of Interest**

A Declaration of Interest form had been completed by Brian Yim Lim in respect of his dealings with Neil Rands, the IT consultant retained to do work for the PMCPA. The Board resolved that he could continue to take part in PMCPA matters involving Mr Rands.

## **11 Marketing and Fundraising Subcommittee Report**

The Treasurer reported that, not least thanks to Nicky Heskin, arrangements had been made for a Quiz Night Supper evening to be held on 27 May 2017 at St Luke's Parish Hall. Trustees were asked to volunteer to be stewards/markers. A booking had also again been made for a stall at Pinner Village Show to be held on 9 September 2017.

## **12 Date of Next Meeting**

**7 June 2017 – 1800 hrs – PMC. The AGM will be held on 15 June 2017 at 1930 hrs at the Methodist Church Hall in Love Lane, Pinner**

***GB March 2017***