



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

**Minutes of Board Meeting held at the Pinn Medical Centre**  
**Tuesday 4 June 2019**

**Attendance**

Joanne Daswani (Chair) - **JD**  
George Bardwell (Secretary) - **GB**  
Anita Manek (Treasurer) - **AM**  
Martin Grossman (Trustee) - **MG**  
Nicky Heskin (Trustee) - **NH**  
Jagdish Kapur (Trustee) - **JK**  
Kevin Mahon (Trustee) - **KM**  
Jenny Stephany (Trustee) - **JS**  
Brian Yim Lim (Trustee) - **BYL**  
Dr Isobel Bleeheh (**PMC**)

**1 Apologies for Absence**

Yvonne Haines, Phillip Snell (Trustees), Sheila Cole (Associate Board Member).

**2 Minutes of Previous Meeting**

The Minutes of the Board Meeting held on 12 March 2019 were approved.

**3 Matters Arising from Previous Meeting**

The Action Points from the Board Meeting on 12 March 2019 were cleared or covered in subsequent agenda items with the exception of:

- the Governance Handbook (**GB**);
- a Safeguarding Strategy (**JD**);
- a draft patient survey questionnaire (**GB**).

**4 Chair's Report**

Joanne reported that:

- From her regular discussion with Dr Kelshiker, the PMC's appeal about the funding consequences of the PMS Review had been postponed and was unlikely to be held until July;
- The Local Medical Committee had advised that we should not organise a petition on the matter until the appeal process had been completed - although it was clear that the issue would be raised at our forthcoming Annual General Meeting;
- Joanne and George had met with the local MP, Nick Hurd, to express the PMCPA's concern about the issue, and to invite him to the AGM;

- We had purchased a defibrillator for the PMC;
- An application had been submitted for the Corkill Award, presented by the National Association for Patient Participation;
- She had visited Ivan Benjamin and presented him with a gift to thank him for his work as our Independent Accountant.

## **5 Pinn Medical Centre Report**

Dr Bleehen reported that:

- Discussions were continuing on the formation of a Primary Care Network including the PMC;
- The appeal to the Harrow Clinical Commissioning Group (CCG) not to withdraw the PMS funding for the walk in service for our patients is ongoing . The PMC is requesting that the CCG find alternative ways to fund this service through a different contract;
- The PMC would look at adapting their appeal presentation to the Harrow CCG to give a report to our AGM on the PMS Review and Primary Care Networks;
- Dr Bleehen agreed that carers could be included in the training for drivers being arranged by the PMC, depending on the numbers involved.

## **6 Finance Report**

Anita reported that the PMCPA Payment and Receipts Account for the period 1 May 2018 to 30 April 2019 showed an excess of payments over receipts of £4,124.17. Nevertheless the balance in funds at 30 April 2019 was £3,035.82 and this did not incorporate the grant from the PMC of £3,000 received in May 2019. The accountancy firm Agnon LLP had been appointed as our independent auditors. It was agreed that there would be a meeting of Anita, Phillip, Nicky and Joanne to consider the issue of planned donations of equipment to the PMC **(Action AM, JD, PS, NH)**.

## **7 Papers for the Annual General Meeting**

The Board approved the latest version (V3) of the new Strategic Plan 2019 - 2022 which now included action plans for each priority and objective. It would be reported to the AGM in the form of an updated Strategic Planning Framework - the single page diagrammatic representation of the Plan. The Board also agreed that the paper on the amendment to the PMCPA Constitution in respect of our Charitable Objects should be put to the AGM for approval as drafted. On the question of Election/Re-Election of Trustees at the AGM, Joanne Daswani and Yvonne Haines offered to stand down as Trustees to allow for the consideration of any nominations at the AGM for new trustees. But both were prepared to stand for re-election for a further year, as were all other Trustees.

## **8 Carers Network**

Jenny reported that the Carers' Café continued to thrive - with two new members at the last meeting. Anne Mosley, Head of Adult Services (Social Care Services Harrow) had provided a full response

to the questions put to her following the recent meeting. These would be summarised for the website and the Pinn Piper **(Action JS)**. Joanne would raise with Dr Kelshiker the timescale for improvements to the EMIS system to allow proxy access. And Jagdish would raise that issue with the forthcoming Digital Ambassadors Meeting. It was apparent that proxy access was already a part of the EMIS functionality. **(Action JD, JK)**.

## **9 Patient Transport Service Report**

Kevin reported that the number of requests for transport had now dropped to six or seven a week having formerly been 12. Following a recent request Harefield Hospital has now been included as a destination for the Transport Service, which could also include Ealing Hospital in addition to Northwick Park and the Central Middlesex Hospitals. Four new drivers had now been inducted into our procedures. One issue that had arisen was a problem with the time lag for obtaining DBS checks for new drivers. The Board agreed that Kevin should use his discretion in using new drivers before the DBS check had been completed, and also that he could extend the service on an individual case basis to patients with psychological disabilities. He also noted that Sheila Cole was organising a coffee morning at Daisy's for some six or eight regular users of the service who would value such contact. Kevin agreed to arrange a meeting to consider both the training of drivers with the PMC, and the advice that should be offered on any legal liability/accountability of our drivers **(Action KM)**.

## **10 Communications Sub-Committee**

George reported on the recent meeting of the Communications Sub-Committee at which the new Members' Database had been considered. Before implementing the database, within the PMCPA website, it would be necessary for all Trustees to set up two factor authentication (2FA) in addition to the use of usernames and passwords. It emerged that not all Trustees had been provided with appropriate usernames and passwords to allow 2FA to be set up. This was rectified by Brian such that Trustees should now proceed. **(Action Trustees)**. Training in the use of the new database would be organised when it had been implemented **(Action GB)**.

## **11 Miscellaneous Items**

The following items were raised under Any Other Business:

- A Recruitment Table would be set up next to the Macmillan Cancer Support Caravan in the Love Lane Car Park on 5 June 2019, Kevin and Jenny volunteered to assist George during the day;
- Nicky would organise another Quiz Night in the Autumn in St Luke's Church **(Action NH)**;
- Nick Hurd MP would be reminded about our invitation for him to speak at our AGM **(Action GB)**;

- It was agreed that Sheila Cole and Jo Telfer would both be welcomed to our meetings as Associate Board Members **(Action JD, GB)**.

## **12 Date of Next Meetings**

The AGM would be held on 20 June 2019 from 1930 at the Pinner Methodist Church Hall. The next Board Meeting is to be held at 1800 hrs on 2 July 2019 at the PMC.

***GB June 2019***