



PINN MEDICAL CENTRE PATIENTS' ASSOCIATION
Registered Charity No: 1095260

Minutes of Board Meeting held at the Pinn Medical Centre
Thursday 3 October 2019

Attendance

Joanne Daswani (Chair) - **JD**
George Bardwell (Secretary) - **GB**
Anita Manek (Treasurer) - **AM**
Martin Grossman (Trustee) - **MG**
Yvonne Haines (Trustee) - **YH**
Nicky Heskin (Trustee) - **NH**
Phillip Snell (Trustee) - **PS**
Jenny Stephany (Trustee) - **JS**
Brian Yim Lim (Trustee) - **BYL**
Dr Isobel Bleehen (Partner **PMC**).

1 Apologies for Absence

Kevin Mahon (Vice Chair) - **KM**; Jagdish Kapur (Trustee) - **JK**
Sheila Cole (Associate Board Member) - **SC**

2 Minutes of Previous Meeting

The Minutes of the Board Meeting held on 2 July 2019 were approved.

3 Matters Arising from Previous Meetings

The following Action Points from the Meetings on 4 June and 2 July 2019 remained outstanding:

- A Safeguarding Strategy (**JD**);
- A Governance Handbook (**GB**);
- Patient Survey - Board Members were asked to propose questions for a survey (**Trustees**) and the PMC agreed to provide details of the results of their surveys (**PMC**);
- The PMC would consider what item(s) of equipment should be donated from PMCPA funds. Some £3,000 was available. (**PMC**);
- The PMC would consider the issue of proxy access under the EMIS system (**PMC**);
- Consideration of training and advice on the legal liability/accountability of our volunteer drivers (**KM**);
- Consideration of venue for 2020 AGM and the hire or purchase of a sound system (**JD and GB**);
- Consideration of a poster on training for the new app - Health Help Now (**JK**).

4 Pinn Medical Centre Report

Dr Bleehen's Report covered:

- Developments in the PMC's appeal, held on 19 July 2019, against the Harrow Clinical Commissioning Group (CCG) proposals on reduced funding for the Walk In Centre. The appeal panel had recommended further joint discussions between the PMC and the CCG; and the PMC awaited a response from the CCG about appointing an independent facilitator for these discussions;
- Changes to medical and administrative staff at the PMC - it was confirmed that as Sophie Butler had now left the PMC the first point of contact for the PMCPA should be Karen Knopf ;
- The telephone assessment in September 2019 that had resulted in confirmation that the PMC had retained its "Outstanding" status from the Care Quality Commission;
- Thanks to Jagdish Kapur and Prakash Daswani for their involvement in the bake sale that had raised £438 for Macmillan.

The PMC confirmed that the paper presented to the CCG about GP Access arrangements at the PMC (including an appointments system instead of an open Walk In Centre) had not been discussed with the PMC prior to its issue.

5 Chair's Report

Joanne Daswani presented a report that included an update on the PMCPA action on the Walk In Centre Campaign. An article had been prepared for the publication The Villager. Prakash Daswani is now leading on the PMCPA's involvement in the campaign, which is to feature in an emergency edition of the Pinn Piper. In addition the Chair had written to the three local MPs and local councillors inviting them to a meeting on the issue with the PMCPA and the PMC Partners.

6 Constitutional Changes

It was agreed that the following changes to the PMCPA Constitution should be made and submitted to the next AGM:

- A new set of Charitable Objects (as already agreed by the Board and requiring approval by the Charity Commission);
- The removal of the requirement to notify Members of an AGM or EGM by post. Over 100 Members had either declined to receive emails, or not provided an email address. Consideration should be given to including a separate invitation to the AGM in the Pinn Piper;
- The removal of the provision to allow nominations for election as a Trustee at the AGM itself. The most appropriate way of selecting and appointing new Trustees was by a detailed selection process, followed by a recommendation to an AGM. Nomination at the AGM gave little opportunity for Members to take a considered view on the merits of any nominations. And advance publicity provides an opportunity for any further nominations - which could then be followed up.

7 Updates and Subcommittee Reports

Finance Anita Manek reported that a Letter of Engagement had now been received from the new auditors who would be certifying last year's accounts. The balance in PMCPA funds at 9 September 2019 stood at £5,157.

Quiz Night Nicky Heskin confirmed the booking of St John's Pinner Church Hall and Foodie Wuwadies for the Quiz Night on 30 November 2019. It was agreed that the ticket price should be set at £15 per person; that George Bardwell would be the compere; and that Brian Lim Yim would lead the scorers. Other assistance from Trustees on the night would be welcome.

Transport Kevin Mahon had provided a written report. It covered:

- The number of assignments - now standing at about 8 per week;
- The need to review, at a future Board Meeting, the destinations to be covered, and the appropriate donations. These now included hospitals quite some distance from Pinner;
- Changes among the Volunteer Drivers - there were now 35 volunteers.

Carers Jenny Stephany reported that the Carers Café continued to attract an increasing number of participants; with a recent attendance by the Citizen's Advice Bureau. A meeting with the PMC was due following the next Carers Café at which the process of identifying carers at new registrations would be pursued, as would the arrangements for a text or email from the PMC to all patients asking them if they were carers.

Membership Martin Grossman reported that the Membership currently stood at 408, with 39 new Members being signed up at the Macmillan Caravan on 13 August 2019. The subcommittee was due to meet with the new PMC Registration Team to confirm arrangements for encouraging newly registered patients to join the PMCPA. The subcommittee was also considering the addition of a strapline to the PMCPA logo - "Giving Patients a Voice".

Communications Brian Yim Lim reported that the training for Board Members in the use of the members database within Phase II of the PMCPA website had now been completed. Two factor authentication for access to *@pinnpatients.org* emails had now been implemented for all Trustees; who should only use those accounts for PMCPA business. New pages on our website would be uploaded in respect of the Save the Walk In Centre campaign.

8 Dates of Future Meetings

The following dates were agreed for the next year:

Annual General Meeting 18 June 2020.

Board Meetings 19 December 2019, 11 March 2020, 2 June 2020, 10 September 2020; with an additional meeting for Board Members only on 2 July 2020 if required.

GB Oct 2019