



PINN MEDICAL CENTRE PATIENTS' ASSOCIATION
Registered Charity No: 1095260

Minutes of Board Meeting held on Tuesday 13 April 2021
On Line via Google Meet Virtual Conferencing

Attendance

Kevin Mahon (Chair)	Anita Manek (Treasurer),
George Bardwell (Vice Chair)	Aryan Jain (Trustee)
Lorraine Solomon (Secretary)	Martin Grossman (Trustee)
Nicky Heskin (Trustee)	Jagdish Kapur (Trustee)
Jenny Stephany (Trustee)	Rupa Yagnik (Practice Manager PMC)
Sheila Cole (Associate Board Member)	
Dr Isobel Bleehen (Partner PMC) (Items 1 – 3 only)	

1. Apologies for Absence

Jayant Doshi (Trustee), Phillip Snell (Trustee); Jo Telfer (Associate Board Member)

2. Minutes of Previous Board Meetings and Matters Arising

The Minutes of the Board Meeting held on 12th January 2021 were approved.

Four outstanding items were discussed:

- George has now produced an up to date Governance handbook (action is cleared)
- We need to ensure that every database / list that is held by Trustees are GDPR compliant. George to circulate note detailing minimum requirements. **(Action GB)**
- Kevin to look into liability and insurance for volunteer drivers **(Action KM)**
- George to follow up on previous action to consider a safeguarding policy **(Action GB)**

3. Chair's Report

The vaccine roll-out programme at Tithe farm was the main focus of the report from the Chair:

- The vaccine roll out at Tithe Farm has been a 'triumph for the people of Pinner and the PMCPA'.
- Volunteers and professionals from 7 surgeries have worked as one team, providing a service from 8am – 8pm, 7 days per week. 33 volunteers per day (3 teams of 11) have helped at the vaccine centre, along with further teams at the Call Centre. 54 volunteers are required every day, with 33 helping to run the vaccination clinic downstairs and 21 staffing the 'Call Centre' upstairs. That is a significant contribution from the community with 378 needed each full week.

- The operation has operated very smoothly, but the vaccine supply has been a constraint.
- Recent hoax emails / texts / social media reports asking people not to come to Tithe Farm have been a challenging issue that call centre volunteers have needed to handle.
- At the end of April the operation will transfer to Byron Hall. Operational plans and the volunteer's network are still being discussed.
- Kevin thanked all the Trustees who have volunteered.

4. Pinn Medical Centre Report

Isobel made the following oral report:

Vaccinations:

- Very good progress was being made on Covid vaccination. 91% of eligible patients have received their first dose and 23% have received a second dose.
- Vaccine supply and delivery has been unpredictable
- The PMC are very grateful for the support given by the PMCPA and volunteers "we couldn't have done it without them"
- Dr Amol Kelshiker has been nominated for a hero's award for the success of the vaccination programme.

Walk-in Centre:

- The Harrow CCG still have not signed the walk-in centre
- The PMC is getting very busy with non-patient referrals and their own patients. Occasionally they have struggled for capacity and have had to divert.
- Long-term aim for a walk-in centre for PMC patients remains.
- George stressed the importance of walk-in arrangements and offered to help with any representation to Harrow CCG

Phone lines:

- George advised that he will be writing to the PMC following feedback that it can be difficult to get through to the PMC by phone. Isobel confirmed that the PMC have enough phone lines but is aware of the issue and the PMC is taking action to resolve. **(Action GB)**

5. Carers Network Report

Jenny reported on the virtual Carers' Café that morning, confirming that it continues to attract new members and it remains a valuable resource for people to share information and experiences.

6. Arrangements for Next AGM

We discussed the date and venue of the next AGM (in person / virtual) and agreed to defer the decision until our next meeting in light of Covid.

7. PMCPA Strategy / Date of Next Meeting

- We acknowledged that it has been some time since we reviewed and discussed our strategy.

- Kevin plans to set up individual meetings with Trustees to discuss roles and responsibilities (**Action KM**)
- Following these conversations, we will discuss / review our strategy at a combined Trustees Awayday / Board Meeting which is scheduled for **Sunday 18th July**.
- Kevin has agreed to find a suitable venue (**Action KM**)
- Kevin will invite PMC partners to attend a working lunch session (**Action KM**)

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