

Manor Practice Patient Participation Group

Chairs Report

Monday February 13th 2017

Alan Cox

Alan tendered his resignation on 31st January. I am sure you will join me in wishing him well for the future.

PPG Members

In my last report I spoke of recruiting new members, but I feel it important to comment that having looked at a fair few PPG's minutes from across the country, I was rather surprised to note that many have only a few members, their Constitution does not list as many required to form a committee as we have, indeed some only 5. Although I appreciate more hands make light work I think what I am trying to say is we can take our time to recruit without worrying too much as long as we have a contingency plan and Sue's 'coffee morning' to recruit is a great idea. Hopefully, as discussed we can do this in perhaps the month after the Health Awareness Event. I have sent an email to the 'Virtual Group' last week informing them 3 members have left and asking if anyone would be interested in learning more about joining the Committee.

PCEF - Primary Care Engagement Forum

Just to update you that the minutes from the December meeting have still not been sent out but as soon as they are I will forward them to you.

AGM - 20TH MARCH 2017

Notice of this is 3 weeks and therefore will be advertised via the notice boards the I would ask that as the quorum is 8 for the meeting could all members attend please.

AGM - Constitution

Due to a recent situation I had cause to look at our Constitution and it occurred to me that although we have in place a procedure to take on PPG Committee members - should something unfortunately go wrong with a partnership between a member and the Committee, we do not have a clause to cover this.

The only point we cover is under Membership and for patients-

Removal of a patient from the practice list, for whatever reason, will disqualify continuing membership of the group.

Therefore I felt that before the AGM we should look at the proposed insert and discuss it.

Under 3. MEMBERSHIP

Membership of the Group shall be open and free to all registered patients. Any patient may nominate themselves for election to the Committee at the Annual General Meeting **** PROPOSED INSERT AT AGM declare any interests that may conflict with their role in the group.**** Removal of a patient from the practice list, for whatever reason, will disqualify continuing membership of the group. Patients can nominate themselves by completing an application form which will be considered when a place on the PPG Committee becomes available.

And under 4. Committee possibly add the following additional clause 4.6

*****4.6 PROPOSED insert at AGM**

In order to comply with the Data Protection Act, Committee Members, or any other member attending a meeting must agree that items of a personal private or other such nature regarding the practice, a GP, staff member, patient, Patient Participation Group member or other, must NOT be discussed, made known, written about or otherwise, to anyone else whatsoever, and privacy is paramount. Any member found to reveal such information will be asked to leave PPG immediately.

In the interests of privacy, confidentiality and the DATA Protection, in the event that a Member attends a Committee meeting when a discussion of a personal private or other such nature regarding a GP, staff member, patient, Patient Participation Group member or other is to be held, Members, other than Committee Members or necessary individuals, shall be asked to leave the room.

www.england.nhs.uk/wp-content/uploads/2016/12/confidentiality-policy-v3-1.pdf

Person-identifiable information is anything that contains the means to identify a person, e.g. name, address, postcode, date of birth, NHS number and must not be stored on removable media unless it is encrypted as per current NHS Encryption Guidance or a business case has been approved by the Transformation & Corporate Operations Directorate Information Governance Team. 1.6 Confidential information within the

With regards to point 5 - Notice has now been given and if we have items for the agenda they need to be considered now if possible. If not the purpose of the meeting is as Point 5.3

5. Annual General Meeting:

5.1: An AGM shall be held annually in March. Notice of the day, time and place will be given three weeks in advance via the notice board, Newsletter, email, the Practice web site and rolling screen.

5.2: Any item for the agenda shall be sent to the Chair and Manor Practice Representatives for consideration at least four weeks prior to the AGM.

5.3: The meeting shall be for the purpose of receiving the annual report from the Committee; of appointing Committee members; of making recommendations to the Committee and when necessary voting on proposals to amend this constitution